

POLICY COMMITTEE

6.30pm on Tuesday 17th September 2019
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

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

Substitutes : Conservatives – Councillors Handley, Metcalfe and Moorby; Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green – Councillor Brown.

AGENDA

Exclusion of the Public - In accordance with the Council's Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of Item \$15 on the grounds that it is likely that if Members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to the financial or business affairs of any person including the Authority holding the information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 23rd July 2019.
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. **Review of Development Control Performance** – Report of the Democratic Services Manager. Attached.

Purpose of Report – To present Select Committee’s review of development control performance.

6. **Revenue Budget Monitoring Quarter 1 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 1 review of income and expenditure to the end of June 2019.

7. **Capital Programme Monitoring Quarter 1 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the capital programme position of the Council based on the quarter 1 review of income and expenditure to the end of June 2019.

8. **Performance Monitoring Quarter 1 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report - To present the Council’s Performance Monitoring Report for Quarter 1 2019/2020 in accordance with arrangements set out in the Council’s Performance Management Framework.

9. **Resourcing of North Yorkshire Police, Fire and Crime Panel** – Report of the Solicitor to the Council and Monitoring Officer. Attached.

Purpose of Report – To consider the views of Policy Committee on proposals from North Yorkshire County Council for constituent Council’s to provide an allowance for their Member of the North Yorkshire Police, Fire and Crime Panel. The report also presents options for contributing towards administrative support of the Panel.

10. **Funding of Craven Rough Sleeper Service** – Report of the Director of Services. Attached.

Purpose of Report – To seek Member approval for the Council to award revenue funding to Horton Housing for the purpose of providing services to rough sleepers in Craven.

11. **Amendments for Electric Vehicle Charging Points Introduction** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval to amend the location of the electric vehicle charging bays and wording to the draft Parking Places Amendment Order.

12. **Tree Planting on Craven District Council Owned Land** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval to release three areas of land for the purposes of tree planting in Skipton and to apply for funding from the Northern Forest Fund. The three sites are land off Short Bank Road, Aireville Park and land off Gargrave Road.

13. **Skipton Gateway – Creating an Active and Sustainable Travel Corridor** – Report of the Strategic Manger for Planning and Regeneration. Attached.

Purpose of Report – To seek Member approval for the continued development of a package of schemes to improve local accessibility from Skipton Railway Station, and to

work in partnership with North Yorkshire County Council and the West Yorkshire Combined Authority to deliver the agreed scheme of work as part of the Transforming Cities Fund submission for the Leeds City Region.

14. **Review of Information Management and Governance Strategy** – Report of the Information Governance Manager. Attached.

Purpose of Report – To seek Members' approval for the draft Strategy (attached).

Item Considered Exempt from Disclosure

- \$15. **Joint Venture Development of Land at Airedale Avenue, Skipton** - Report of the Director of Services. Attached.

Purpose of Report – To present the final business case for the construction of 53 housing units on Council owned land at Airedale Avenue, Skipton and seek approval to dispose of the site to Craven Barnfield Regeneration Ltd.

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

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

Agenda Contact Officer: Vicky Davies, Committee Administrator
Tel: 01756 706486, Email: committees@cravenc.gov.uk
9th September 2019

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 July 2019

Present – The Chairman (Foster) and Councillors, Brockbank, Brown (substitute for Noland), Ireton, Lis, Madeley, Mulligan, Myers, Place, Shuttleworth (substitute for Heseltine) and Welch.

Officers – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Solicitor to the Council and Monitoring Officer, Strategic Manager for Planning and Regeneration, Environmental Services and Housing Manager and Senior Democratic Services Officer.

Apologies for absence were received from Councillors Barrett, Heseltine, Morrell, Noland, Rose and Wheeler.

Start: 6.30pm

Finish: 7:21pm

Councillor Madeley left the meeting at 7.10pm.

The minutes of the Policy Committee meeting held on 1st July 2019 were confirmed as a correct record and signed by the Chairman.

Chief Finance Officer (S.151 Officer) – The Chairman welcomed Richard Weigh to the Council who had recently been appointed as Chief Finance Officer (S.151 Officer). Members of the Committee joined the Chairman in wishing him well in his new role.

Minutes for Report

POL.1001

BRADFORD DISTRICT AND CRAVEN STRATEGIC PARTNERING AGREEMENT

The Chief Executive submitted a report promoting the transformation and better integration of health and care services for the population of Bradford District and Craven District. As part of his report the Chief Executive introduced Nancy O'Neill from the Clinical Commission Group who gave a presentation on the purpose of the strategic partnering agreement which was to develop an improved framework for delivering better outcomes for the people of Bradford District and Craven.

Craven District Council was already signed up to the West Yorkshire and Harrogate Health and Care Partnership Memorandum of Understanding and this Strategic Partnering Agreement set out the values, principles and shared ambition of the parties in supporting work towards the transformation and better integration of health and care services for the people who lived in Bradford District and Craven and across West Yorkshire and Harrogate where applicable.

The Strategic Partnering Agreement was a commitment to work together to achieve delivery of services to improve health and wellbeing. The Agreement which was already in effect would expire on 31st March 2022 and could be extended for a further three years.

Resolved – That, the Chief Executive is authorised, on behalf of the Council, to sign up to the Strategic Partnering Agreement (SPA) as set out in Appendix A to the report now submitted.

POL.1002

TREASURY MANAGEMENT OUTTURN REPORT 2018/19

The Chief Finance Officer submitted a report informing Members of the treasury activity undertaken during 2018/19 in the context of current and forecast economic climates.

The Council's investments had been managed in accordance with the Council's Investment Policy, and as at 31st March 2019 the Council had a total debt of £5,988,000, with investments of

£12,301,715. The Council did not take on any additional borrowing during the year and no loans matured during the year, therefore no repayments were necessary.

Resolved – (1) That the actual Prudential Indicators for 2018/19 are noted.

(2) That, the actual treasury management indicators for 2018/19 are noted.

(3) That, the treasury management annual report for 2018/19 is noted.

(Councillor Brown declared a Paragraph 15 interest in the above item as he was a governor of Craven College who were currently repaying a loan to the Council.)

POL.1003

BAD DEBT WRITE-OFFS 2018/19

The Chief Finance Officer submitted a report in accordance with the Council's Financial Procedure Rules, presenting details of total bad debts written off during the 2018/19 financial year under delegated powers.

The total write offs in the year to 31st March 2019 amounted to £224,471 across the following debt types:

Sundry Debtors: £29,095 (as compared to £14,551 in 2018/19);

NNDR Debtors: £57,680 (£48,627);

Council Tax Debtors: £92,842 (£100,014); and

Overpaid Housing Benefits: £44,853 (£62,938).

In writing off these debts, Members were informed the 2018/19 successful collection rates for Council Tax and Non-Domestic Rates (NNDR) had been 98.72% and 98.52% respectively.

Resolved – That the bad debts written off during the 2018/19 financial year are noted.

POL.1004

PROPOSED TRANSFER OF ALLOTMENTS TO SKIPTON TOWN COUNCIL

The Director of Services submitted a report seeking approval for land at Aireville Park and Granville Street, to be transferred to Skipton Town Council as allotment land under a 125 lease (at a peppercorn rent).

The Council had been approached by Skipton Town Council asking them to consider transferring the management of allotment land as they wished to improve the sites physically and the allotment service in general whilst providing a wider choice and availability.

Craven District Council did not have any allotments in areas with Parish Councils or Meetings as they were obliged to undertake that function. Skipton Town Council already had responsibility for allotments and this was an opportunity to transfer the sites to the Town Council as they already had allotment management arrangements in place.

Current combined annual income from the allotments was potentially £1,000. Transferring the land by way of a lease would take away any maintenance liability from the Council as well as a small insurance premium.

Resolved – (1) That, the Director of Services is authorised to transfer two parcels of land at Aireville Park Skipton BD21 1RT and Granville Street, Skipton BD23 1QP outlined in the site plans at Appendix A and used as allotment land under a 125 years' lease to Skipton Town Council.

(2) That, delegated authority is given to the Director of Services, in consultation with the Monitoring Officer and the Lead Member for Financial Sustainability, to deal with any objections that may arise from the Notice of Intended Disposal.

(Councillor Madeley, as a Member of Skipton Town Council, declared an Appendix B interest in the above item and left the room during the debate and voting thereon.)

POL.1005

LEEDS CITY REGION STATEMENT OF COMMON GROUND

The Strategic Manager for Planning and Regeneration submitted a report introducing the Leeds City Region Statement of Common Ground which met the Council's obligations under the National Planning Policy Framework. Strategic policy making authorities had to prepare and maintain one or more statement of common ground, documenting cross-boundary matters and demonstrating how those were being addressed by joint working. The approach set out in the Statement of Common Ground was in accordance with the requirements within the Government's Planning Practice Guidance.

The Statement of Common Ground summarised the current situation across the Leeds City Region including the aggregate number of houses and jobs that the authorities' Local Plans were working towards. The Statement of Common Ground did not commit Craven to any further growth now, or in the future other than that already contained in the emerging Local Plan.

Resolved – (1) That, the Leeds City Region Statement of Common Ground is adopted.

(2) That, the Leader of the Council is authorised to sign the Leeds City Region Statement of Common Ground on behalf of the Council.

POL.1006

DISPOSAL OF PUBLIC CONVENIENCES – RIVERSIDE CAR PARK

The Director of Services submitted a report seeking approval for the disposal of public conveniences at Riverside Car Park, Burnshall. One of the objectives of the Council's Asset Management Plan was to ensure that its assets were used for the benefit of the community and to seek opportunities to transfer ownership and/or management of assets into community use where appropriate. The Council's policy was not to take on any further liabilities for the public conveniences and the proposed transfer provided a solution to ensure the facilities remained open for the community in the longer term.

The freehold of Burnshall public conveniences was currently owned by the Council and let to the current lessee for a ten-year term from 16th January 2017 to 15th January 2027. The rent was £1.00 per annum with the responsibility of repair and maintenance sitting with the tenant who currently owned the car park on which the public conveniences were located.

The lessee had been successful in an application to the Yorkshire Dales National Park's sustainable development fund for a grant of £10,000 to refurbish the public conveniences with an additional sum of £3,339 from the lessee. A condition of the funding was that the freehold of the building was owned by the applicant and it was therefore proposed that the freehold should be transferred to the current lessee for a nominal sum subject to a covenant ensuring that the site was retained as a public convenience.

Resolved – (1) That, the freehold for the public conveniences at Riverside Car Park, Burnshall as set out on the plan and images attached at Appendix A to the report now submitted is passed to the current lessee of the public conveniences for £1.00 and that they be retained as public conveniences.

(2) That, the Director of Services is authorised to transfer the public conveniences at Riverside Car Park, Burnshall.

POL.1007

CRAVEN SPATIAL PLANNING SUB-COMMITTEE

The Chairman presented the minutes of the Craven Spatial Planning Sub-Committee held on 8th July 2019.

Resolved – That, the minutes are received.

Minutes for Decision

POL.1008

**FINAL OUTTURN REVENUE BUDGET MONITORING
QUARTER 4 2018-2019**

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council, based on the quarter four review of income and expenditure to the end of March 2019.

The general fund reserve balance stood at £995k and this would assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government funding.

The Council had £6,342k in earmarked reserves as at 1st April 2018. Budgeted in-year contributions and utilisation of £(431)k, in year and year end allocations of £1,307k and a commitment for future years' use of £(876)k meant a balance of £6,342k.

It was forecast there would be a net underspend of £104k for the full financial year of which there was an overspend of £29k in service related costs and £133k underspend within corporate costs. This included increased investment income of £107k. The Council achieved a windfall through the rates pool of £850k of which £440k was from being a member of the North Yorkshire Pool. It was assumed that any surpluses would be transferred into the Business Rates Reserve which had a balance of £750k as at 1st April 2018 with an expected balance at 31st March 2019 of £1,150k.

RECOMMENDED – (1) That, the outturn revenue budget monitoring position as at 31st March 2019 is noted.

(2) That, £37,780 of the savings achieved this year and identified as green in Appendix B to the report now submitted is noted and that these savings are transferred to an earmarked reserve for support to the 2019/20 budget and beyond.

(3) That, a revenue budget carry-forward of £53,782 for completion of revenue commitments in 2019/20 as identified in Appendix E to the report submitted is confirmed.

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

POL.1009

**COLLABORATION AGREEMENT WITH NORTH YORKSHIRE
COUNTY COUNCIL FOR THE PROVISION OF SUPPORT FOR
HOMELESS PEOPLE**

The Director of Services submitted a report seeking for the Council to enter into an agreement with North Yorkshire Council and the other six North Yorkshire District/Borough Councils to provide a housing authority led 'in-house' support service to homeless people. The service was to replace the existing externally commissioned provision currently provided by Horton Housing.

The Council had various statutory duties towards the homeless including the prevention and relief of homelessness and the provision of temporary accommodation to homeless people.

For many years, homelessness related support services had been commissioned by the County Council through the Supporting People Programme which was a ring-fenced grant paid to upper tier authorities to pay for housing related support for homeless and vulnerable people. The ring-fence was removed some years ago but various services continued to be funded by the Council as a legacy of that programme.

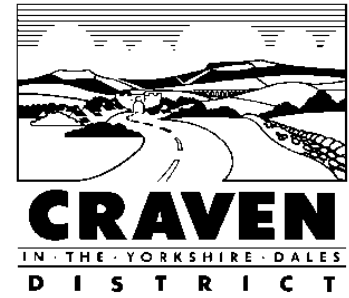
The current support service had a contract value for the Craven District of £86,875 per annum which expired at the end of September 2019. Following a transformation review of the service by the County Council, significant savings of 44% of their total budget meant that the countywide budget for the service was being reduced from £1.15m to £654k from October 2019. For Craven this meant a reduction to £48,875.

It was recommended that from 1st October 2019 the seven District/Borough Councils enter into a new five-year collaboration agreement stating common and shared aims around preventing homelessness and how the residual funds would be distributed and spent as well as setting out roles and responsibilities of both parties.

Staff currently employed by the existing provider equivalent to 1.5 FTE for Craven were protected under TUPE and could transfer over to the Districts/Boroughs on existing terms and conditions. It was proposed that the Council agrees to transfer this number of staff.

- RECOMMENDED** –
- (1) That, the report is noted and it is agreed in principle to enter into a collaboration agreement for the delivery of support to homeless people.
 - (2) That, delegated authority is given to the Director of Services to sign the collaboration agreement in consultation with the Solicitor to the Council.
 - (3) That, agreement is given to accept an annual grant payment of £48,854 (plus 3% inflationary uplift) for the next five years in respect of the provision of the service.

Chairman

Policy Committee – 17 September 2019**Review of Development Control Performance****Report of the Democratic Services Manager**

Ward(s) affected: All

1. Purpose of Report

To present Select Committee's Review of Development Control Performance.

2. Recommendations

Policy Committee is asked to consider and agree Select Committee's Review of Development Control Performance.

3. Report

3.1 At the meeting of 20 March 2019, the Select Committee received an update on the latest position in relation to Development Control Performance. Having considered the update, the Select Committee agreed to appoint a working group to undertake an in-depth review. The aim of the review was to make an assessment of performance and, where appropriate, make recommendations on a number of key areas.

3.2 The review was conducted over three sessions, which took place between March and April 2019 when Select Committee received a range of evidence both written and verbal. The review included a number of recommendations, which outlined the Select Committee's expectations regarding a number of improvement measures.

3.3 Attached at Appendix A is a copy of the Review of Development Control Performance agreed by Select Committee at its meeting on 17 July 2019.

3.4 If agreed by Policy Committee then progress against the recommendations will be monitored by Select Committee during the course of the municipal year. In those cases where progress has been unsatisfactory then a formal response will be sought.

4. Legal Implications

There are no legal implications arising from this report.

5. Contribution to Council Priorities

The work of Select Committee contributes to Council priorities by aiming to improve services and add value.

6. Risk Management

There are no risk management issues associated with this report.

7. Equality Analysis

There are no direct implications arising from this report.

8. Consultations with Others

Solicitor to the Council and Monitoring Officer

9. Access to Information: Background Documents

There are no background documents.

10. Appendices

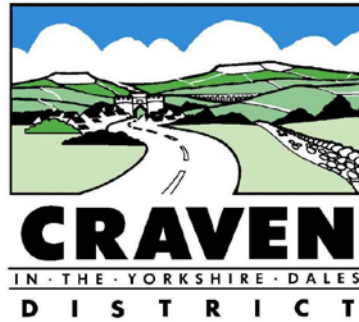
- Appendix 1 – Review of Development Control Performance

11. Author of the Report

Guy Close, Democratic Services Manager

Telephone: (01756) 706226 E-mail: gclose@cravendc.gov.uk

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



Review of Development Control Performance

Report of the Development Control Performance Working Group

Report to Policy Committee on 17 September 2019

Introduction and Background

1. On 4 February 2019, the Council's Chief Executive received a letter from the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG), which advised that due to its performance in determining non-major planning applications over the previous two years that the Council may be liable for designation under Section 62A of the Town and Country Planning Act 1990. If the Council was designated then applicants had the option of submitting direct to the Planning Inspectorate for determination. The Chief Executive responded to the Ministry on 19 February 2019, with details of exceptional circumstances, which had affected performance and made designation unreasonable.
2. In response to this a report was requested to update Members on the latest position in relation to Development Control performance. This report was considered at the Select Committee meeting on 20 March 2019.
3. After considering the update, the Select Committee agreed to appoint a working group to undertake an in-depth review. The aim of the review was to make an assessment of performance and, where appropriate, make recommendations on a number of key areas.
4. The review was conducted over three sessions, which took place between March and April 2019 when we received a range of evidence both written and verbal. Evidence was provided by the Strategic Manager for Planning and Regeneration and the Planning Manager. The information provided was interesting and valuable and we would like to thank officers who contributed their time and expertise to support this review.
5. This report includes a number of recommendations, which outline our expectations regarding a number of improvement measures. We hope that our findings provide a clear summary of areas that require focus and action. Ongoing monitoring of the progress of the recommendations will be undertaken by the Select Committee during the course of the municipal year.



Councillor David Staveley,
Chair of Development Control Performance Working Group

The Review

6. As an introduction to our review we were presented with an overview of the issues that faced the service. The key areas were identified as follows:
 - The loss of senior staff, staff sickness and difficulties in relation to staff recruitment; and
 - The installation of a new computer system in mid-2017, which prevented the production of monitoring data until March 2018.
7. In response, it was explained to us that the following improvement measures had been put in place:
 - A review of the Planning Scheme of Delegation resulting in a revised Scheme, which was adopted in December 2018;
 - Improvements in staffing resulting in significant improvements in performance;
 - A revised team structure comprising two teams covering North and South Craven with Skipton applications being split; and
 - The use of Government grant funding to utilise the Planning Advisory Service (PAS) to provide advice and support on improving performance.
8. The next stage involved undertaking a more in depth review of the performance of the Development Control Service, particularly in terms of the responses provided and the information that had been submitted.
9. In reviewing the performance of the Development Control Service, we focused our review on the following key areas:

Response from the Ministry of Housing, Communities and Local Government

10. We were advised that the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG) had written to the Chief Executive on 25 March 2019, stating that having considered the exceptional circumstances, particularly in terms of the action taken and the upturn in performance, that the Minister had opted against designating the Council under Section 62A of the Town and Country Planning Act 1990, subject to clear and immediate improvements.
11. We were informed that the Council was likely to be under scrutiny by the Ministry of Housing, Communities and Local Government (MHCLG) for the next two years. There was a clear expectation from Planning Services that performance would improve, particularly due to improvements with staffing, development of IT systems and the introduction of a revised Planning Scheme of Delegation.
12. We particularly highlighted the positive role of the Planning Advisory Service (PAS) in helping to deliver improvements and the potential for utilising support again in the future.

Staffing

13. We were advised that there was a national shortage of planners and this was an issue for many local authorities. Salary grades at Craven District Council (CDC) were generally lower than those at larger authorities. The higher than average price of property in the area was also a consideration when attempting to fill vacancies.

Planning Advisory Service (PAS) – Resourcing in Planning Services

14. We were informed that the Planning Advisory Service (PAS) had suggested that Planning Services reviewed some of the services that it provided. In particular, whether it was necessary to provide discretionary householder advice for a small fee (£25). We were advised that Planning Services proposed to replace this service by referring householders to the 'interactive house' website instead. We also discussed the possibility of Planning Services reviewing the fees and charges set by other local authorities (and the Yorkshire Dales National Park Authority (YDNPA)) to help deliver a model approach.
15. We were advised that there had been a suggestion by the Planning Advisory Service (PAS) to stop sending paper copies of planning applications to parish councils. We also discussed the importance of providing advice and guidance about accessing planning applications online and how to submit a response.

Performance Management and the role of the Committee Chairman and Vice-Chairman

16. We were advised about the need for ongoing dialogue on performance with the Chairman and Vice Chairman of Planning Committee. In particular, we considered whether the role of the Chairman and Vice-Chairman should be extended to take forward concerns and seek appropriate action where appropriate.
17. We were informed about the need to consider performance monitoring data, particularly in relation to the level of planning applications determined for and against the officer's recommendation. It was suggested that the Planning Committee considered performance monitoring data at various points throughout the course of the municipal year to maintain an overview of key areas.

Issues with development of the IT system in Planning Services

18. We were pleased to hear that there were currently no issues with the IT system that had been developed for Planning Services. Nevertheless, it was important that Planning Services continued to work with the Planning Advisory Service (PAS) to share best practice about how other local authorities use the IT system, particularly in terms of making best use of management tools and identifying performance trends.

Conclusion and Recommendations

19. In concluding our review of Development Control Performance, it was recognised that Planning Services continued to make good progress in relation to major, minor and other applications. The cumulative figure remained a concern, which was largely due to past performance. Measures had since been introduced to address these concerns and deliver improvements.
20. We were also advised that Planning Services had met with the Planning Advisory Service (PAS) to discuss possible improvements, which included a revised validation criteria and changes to the duty officer role. In particular, planned changes to the duty officer role to an appointment based system would help inform the service about the type of issues to be discussed.

Recommendation 1

21. That the Planning Committee reintroduces six monthly performance monitoring reports. The performance monitoring reports should include information and data about decisions taken against the officer's recommendation and the outcome of planning appeals.

Recommendation 2

22. That Planning Services reviews the fees and charges set by other local authorities in North Yorkshire (and the Yorkshire Dales National Park Authority (YDNPA)) with a view to delivering a model approach to its fees and charges structure.

Recommendation 3

23. That Parish Councils only receive electronic copies of planning applications. Advice and guidance to be provided in respect of accessing plans / applications details online.

Recommendation 4

24. That the Council's IT service introduces measures aimed at minimising the risks caused by the installation of new IT systems. These measures are to be agreed in consultation with the Council's Lead Member for Internal Services.

Monitoring arrangements

25. Standard arrangements for monitoring the outcome of the Select Committee's recommendations will apply.
26. The decision-makers to whom the recommendations are addressed will be asked to submit a response to the recommendations.
27. Following this the Select Committee will determine any further monitoring that is required. This will be in addition to the standard bi-annual monitoring of all Select Committee recommendations.

Reports and Publications Submitted / Considered

28. The following information was submitted / considered by the Development Control Performance Working Group:

20 March 2019

- Letter dated 4 February 2019 from the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG)
- Performance Monitoring 2017-18 Quarter 4 – Extract from report to Policy Committee
- Performance Monitoring 2018-19 Quarters 1, 2 and 3 – Extract from report to Policy Committee
- Report and minute to Policy Committee on 11 September 2017: Development Control Staff Resources
- Planning Advisory Service (PAS) Benchmarking Study 2015: Resourcing Planning Services
- Local Government Association (LGA) Briefing December 2017: Development Control Fees and Income
- Articles on the 2018 Planning Fee Increase by the British Property Federation and Ashfords
- Development Control Fee Income January 2018 to 11 March 2019
- Example of Planning Committee Development Control Performance and Appeals Monitoring Report received periodically up to May 2016.

3 April 2019

- The Council's response dated 19 February 2019 to the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG) in relation to possible designation
- Summary of the current service improvement action plan
- Copy of written advice received from the Planning Advisory Service (PAS)
- Structure of the Development Control Service
- Details of case load per officer
- Impact of the revised Planning Scheme of Delegation on the Planning Committee agenda had it been in place for June to December 2018
- Figures showing the length of each agency worker's actual period with the authority over the previous 18 months.

Dates of Meetings and Witnesses Heard

29. The following meetings of Select Committee and the Development Control Performance Working Group took place:
- 20 March 2019 (Select Committee)
 - 3 April 2019 (Development Control Performance Working Group)
 - 17 April 2019 (Development Control Performance Working Group).
30. The following officers attended meetings of the Select Committee and Development Control Performance Working Group;
- David Smurthwaite, Strategic Manager for Planning and Regeneration; and
 - Neville Watson, Planning Manager, Development Management.

Policy Committee – 17th September 2019

REVENUE BUDGET MONITORING REPORT - QUARTER 1 2019/2020



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 1 review of income and expenditure to the end of June 2019.

2. **Recommendations**

- 2.1 Members to note the Revenue Budget position as at 30th June 2019.
- 2.2 Members note the £53,782 of slippage from 2018/19 and £67,250 revenue growth bids have been reflected in the revised budget figure.
- 2.3 Members note that no items have been identified as green or achieved as at the 30th June 2019, although a number are in progress and will be reported in Quarter 2.

3. **Background Information**

- 3.1 On 5th February 2019 the Council approved its Net Revenue Budget at £6,735,044 for 2019/20. This was subsequently increased by 2018/19 revenue budget slippage amounting to £53,172.
- 3.2 The budget included:
- A contribution of £96k from previous years Council Tax Collection Fund surpluses
 - A contribution of £103k to the Business Rates Collection Fund Deficits
 - New Homes Bonus Grant of £516k
 - Net Contributions from Earmarked Reserves of £128k
 - A corporate contingency of £75k.

4. **Quarter 1 Financial Performance – Revenue Budget**

- 4.1 Based on the June Budget Monitoring exercise, the Council's performance

against budget is a forecasted underspend of £300k for the financial year. However, the volatility of the Council's income streams, highlighted in section 4.12 of this report, could mean that any reduction in the estimated income could reduce the surplus to a deficit.

- 4.2 Projected financial performance at the end of Q1 is summarised in Table 1 below and shown in detail at Appendix A.
- 4.3 Service Related Costs:
Services are currently showing a projected favourable variance of £300k. 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 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 36% of Budgeted Revenue Expenditure. Based on Quarter 1 performance, net forecasted underspends in staffing costs are £50k. This consists of salary cost underspends equal to £196k being offset by spending on Agency staff of £146k.
- 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 needed as a temporary measure to cover vacancies in the short term while recruitment takes place, providing additional resilience to services for a short period or for use on none permanent roles for specific projects. They are also used to bridge skills gaps of those not possessed in-house. There are a number of recruitments taking place across services and this figure will be reviewed again in the final quarter of the year. The Council carries a vacancy factor of £70k to be offset by such savings. Appendix B shows the detailed breakdown of Agency staff usage.
- 4.6 Some of the Savings arise as a consequence of employing trainees or Modern Apprentices. 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 can develop their 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:
The under and over spends within the Enterprising Craven priority, have all been attributed to Employee related costs or savings and so are included in the narrative 4.4 - 4.6.
- 4.8 Resilient Communities:
✓ Within Revenues & Benefits unanticipated monies received for "Verifying Earnings & Pensions" Alerts £10k, LA Data Sharing £9k and support Universal Credit changes £10k.
X Annual Maintenance costs in Public Conveniences are greater than

expected?

- ✓ Grant received for £50k within the Aireville Park area.
- ✓ Income for the Commercial waste service is performing above target, £29k currently forecasted.

4.9 Financial Sustainability:

- ✓ The Underspend within Financial Sustainability are all attributed to employee related costs.

4.10 Corporate

At the end of the Quarter 1 the Corporate Costs outside the Net Cost of Service are as expected.

4.11 Projected financial performance at the end of Q1 is summarised in Table 1 overleaf...

Table 1: Summary of Q1 Forecasted Outturn Position As At 30 June 2019

	Original Budget 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/ Overspend 2019/20 £	%	Para. Ref.
<u>Council Priority</u>						
Enterprising Craven	563,120	567,415	589,660	22,245	3.92%	4.5
Resilient Communities	1,870,798	1,988,836	1,811,989	(176,847)	8.89%	4.6
Financial Sustainability	3,401,129	3,386,234	3,240,793	(145,441)	4.30%	4.7
Total Service Related Costs per Priority	5,835,046	5,942,484	5,642,441	(300,043)		
<u>Corporate Costs</u>						
Investment Income	(120,000)	(120,000)	(120,000)	0		4.8
Interest Payable	255,710	255,710	255,710	0		
Minimum Revenue Provision	280,000	280,000	280,000	0		4.8
Revenue Funding of Capital Programme	409,248	409,248	409,248	0		
Support To Parishes Remove if it is zero?	0	0	0	0		4.8
Corporate Contingency	75,000	21,344	21,344	0		4.8
Net Revenue Budget Before Contributions	6,735,004	6,788,786	6,488,743	(300,043)	4.42%	
Transfers to/from reserves, NHB & Grant	(969,776)	(1,023,558)	(1,023,558)	0		
Total Revenue Budget 2019/20	5,765,228	5,765,228	5,465,185	(300,043)	5.20%	
Amount to met by C. Tax & Business Rates	(5,765,228)	(5,765,228)	(5,765,228)	0		

4.12 Income & Savings Plan

The Council's financial pressures for will continue. The current estimate from the 2018/19 Long Term Financial Strategy (LTFS) is that, as a result of expected savings or estimated additional income in 2018/19, the 2019/20 budget will require savings of £278k. It predicts cumulative savings or income of £523k will be required for 2020/21 and £640k for 2021/22. However, there is a risk that this could increase. The Long Term Financial Strategy reflects this and forecasts by 2022/23 additional savings of £879k will be required. An update to the LTFS is due later in the year and this will be reflected in the quarterly update reports later in the year.

- 4.13 As at the end of Quarter 1, no savings have been confirmed as achieved (or classed as 'green'), although a number are in progress and will be reported in Quarter 2. The latest outturn position gives some confidence that the required saving target for the current year can be achieved.
- 4.14 Main Risk Areas
The 2019/20 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 targets that have been built into the budget. These risks will continue in to 2020/21 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 £640k, this was revised to £671k in the first quarter. The current forecasted outturn is £707k; this is a variance of 5.37%. 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.
- 4.16 Recycling – Disposal costs (incl. Garden Waste)
At the start of 2019/20 there was £310k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast remains at £310k, but this is based on estimates as recent invoices have not yet been received. The associated Recycling Credit income was originally budgeted at £378k.
- 4.17 Planning Application Fees
The original budgeted income for planning fees was £423k. The Budget Setting report indicated what the effects of adverse variances may be up to 10%. The latest forecast for the Planning fees estimates it will achieve this target. But this is a volatile income stream and will be updated in the Q2 report.
- 4.18 Skipton Town Hall
The original budget for Skipton Town Hall & Museum income was £145k. The current total forecast is as originally set. The Budget Setting report listed this risk as a high impact and fortunately these income streams are currently forecasting achievement of the target.
- 4.19 Income Streams
Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2019/20 budget. At the end of June these were 1.1% ahead of target. The income streams which are currently performing well are Car Parking income, Estates Income and Planning & Building Control income. However, at this stage of the year, this is a forecast and it will be kept updated throughout the year. Income streams were reviewed as part of the 2019/20 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 C.
- 4.23 Business Rates:
The Council is continuing its membership of the North Yorkshire & West Yorkshire Business Rates Pilot in 2019/20.
- 4.24 The Council estimated that it would receive £1,893k from Business Rates in 2019/20. This is being monitored throughout the year in line with other budgets and the forecast at Q1 is estimated to be on target. 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 £1,150k as at 1st April 2019. There will be £18k utilised in 2019/20, this gives a balance of £1,132k at 31st March 2019. However, for the Mobile Infrastructure relief approved at Policy in June 2019, £108k will be spent over the next 7 years.

5. Financial Position

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2019. It is expected that this balance will remain during 2019/20.
- 5.2 The Council's policy is 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 balances will help the Council mitigate against the risks of ongoing funding cuts. For 2019/20 this level was agreed as adequate. The current LTFS has assumed balance will be maintained at a similar level.
- 5.3 The 2019/20 Revenue budget is not without pressures, and had a contingency of £75k. As part of the 2018/19 Budget Outturn and the Final Accounts process it was identified that an additional £25k be added to the Contingency fund for 2019/20.
- 5.4 The Council had £7,218k in earmarked reserves at 1 April 2019. Budgeted and in year Contributions of £566k, less £694k of budget utilisation in 19/20 and the previous commitments for future year's use means an estimated balance at 31st March 2020 of £5,578k. The details are shown in table 3.

Table 3: Earmarked Reserves

Reserve	Opening Balance 1 Apr 19 £'000	Budgeted in Year Receipts (1) £'000	Budgeted in Year Utilisation (1) £'000	In Year & Future Year Commitment £'000	Available Balance 31 March 20 Onwards * £'000
New Homes	2,395	444	(176)	(1,196)	1,467
Planning	465	-	-		465
Enabling Efficiencies	302	-	(60)		242
Vehicles	588	30	(212)		406
ICT	511	30	(65)	(127)	349
Buildings	710	52	(97)	(81)	584
Insurance	80	10	-		90
Business Rates Contingency	1,150	-	-	(108)	1,042
Future Year Budget Support	171	-	(77)		94
Contingency & Slippage	154	-	-		154
Elections Reserve	28	-	(7)		21
Partial Exemption Reserve	600	-	-		600
Other	64	-	-		64
Total Earmarked Reserves	7,218	566	(694)	(1,512)	5,578

(1) Contributions from and to are based on the Budget Set on 5th February 2019.

*Does not include assumptions about future receipts

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 £7,218k in earmarked reserves at 1 April 2019. Budgeted and in year Contributions of £566k, less Utilisation in 18/19 or commitment for future year's use of £2,206k means an estimated balance at 31st March 2020 of £5,578k.
- 6.4 The Chief Finance Officer will determine how in-year variances are treated, taking into account the current-year and medium term financial position of the council.

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 2019/20, 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 Budget Gap that has resulted due to 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 projected outturn by Priority / Cost Centre Group.
Appendix B – Agency usage
Appendix C – Car Parking Income Performance

Summary Report

Appendix Reference	Council Priority	Original Budget 2019/20 £	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overs pend 2019/20 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	563,120	4,295	567,415	589,660	22,245	3.92%	
A3	Resilient Communities	1,870,798	118,038	1,988,836	1,811,989	(176,847)	8.89%	
A4	Financial Sustainability	3,401,129	(14,895)	3,386,234	3,240,793	(145,441)	4.30%	
Total Service Related Costs		5,835,046	107,438	5,942,484	5,642,441	(300,043)		

Corporate Costs

Investment Income	(120,000)	0	(120,000)	(120,000)	0	0.00%	
Interest Payable	255,710	0	255,710	255,710	0	0.00%	
Minimum Revenue Provision	280,000	0	280,000	280,000	0	0.00%	
Revenue Funding of Capital Programme	409,248	0	409,248	409,248	0	0.00%	
Support To Parishes	0	0	0	0	0		
Corporate Contingency	75,000	(53,656)	21,344	21,344	0	0.00%	
Net Revenue Budget Before Contributions	6,735,004	53,782	6,788,786	6,488,743	(300,043)	4.42%	
Transfers to/from reserves, NHB & Grant	(969,776)	(53,782)	(1,023,558)	(1,023,558)	0	0.00%	
Total Revenue Budget 2019/20	5,765,228	0	5,765,228	5,465,185	(300,043)	5.20%	
Amount to met by C. Tax & Business Rates	(5,765,228)	0	(5,765,228)	(5,765,228)	0		

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	(1,960)	0	(1,960)	(15,268)	(13,308)	678.97%	Salary savings from vacant post is greater than cost of Agency to fill post.
Liquor Licencing	(31,675)	0	(31,675)	(44,983)	(13,308)	42.01%	Salary savings from vacant post is greater than cost of Agency to fill post.
Street Signs & GIS	56,382	0	56,382	56,497	115	0.20%	
Historic Buildings	4,000	0	4,000	4,000	0	0.00%	
Building Control - Non Fee Earning	37,907	0	37,907	37,912	5	0.01%	
Building Control - Fee Earning	(37,468)	6,708	(30,760)	(30,092)	668	2.17%	
Local Plan	225,993	0	225,993	238,368	12,375	5.48%	Cost of Agency staff significantly higher than budget.
Local Land Charges	(94,509)	0	(94,509)	(94,156)	353	0.37%	
Development Control	130,129	(6,708)	123,421	192,967	69,546	56.35%	Agency staff significantly higher than budget to help complete high volume of work in regulatory timeframe.
Total Cultural Services incl. Museum & Skipton TH & Arts Development	274,320	4,295	278,615	244,414	(34,201)	12.28%	£32k savings to salaries & related
Total Enterprising Craven	563,120	4,295	567,415	589,660	22,245		

Resilient Communities

Appendix A 3

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	40,590	0	40,590	38,269	(2,320)	5.72%	£2k in community safety funding income
Customer Services	262,245	0	262,245	218,570	(43,675)	16.65%	£43k savings to salaries & related
Revenues & Benefits Services (Including Cost of Collection)	203,173	0	203,173	78,491	(124,682)	61.37%	£60k salary savings, and £60k extra income re gov grants
Partnerships & Communications and Sporting Events	167,914	0	167,914	171,310	3,396	2.02%	
Democratic Services	96,139	0	96,139	84,444	(11,695)	12.16%	Salary & related savings
Democratic Representation	183,451	900	184,351	183,586	(765)	0.41%	
Elections	70,262	0	70,262	85,295	15,033	21.40%	Not enough budget in R411 & too much in R412
Electoral Registration	70,132	0	70,132	54,366	(15,766)	22.48%	Not enough budget in R411 & too much in R412
Shared Ownership Scheme	(38,100)	0	(38,100)	(32,965)	5,135	13.48%	Overspend on Gas and Council Tax
Joint Venture	0	0	0	0	0		
Car Parks	(1,180,196)	0	(1,180,196)	(1,182,705)	(2,509)	0.21%	
Public Conveniences	56,882	0	56,882	66,882	10,000	17.58%	£10k predicted spend in annual maintenance against no budget
Amenity Areas/Aireville Park	116,082	0	116,082	76,229	(39,853)	34.33%	£50k donation not budgeted for
Private Garage Sites	(30,712)	0	(30,712)	(32,892)	(2,180)	7.10%	Savings to reactive maintenance
Community Services (Credit Unions)	0	0	0	0	0		

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20	Revised Budget 2019/20	Forecast Outturn 2019/20	(Under)/Overspend 2019/20 (+ve)/-ve	% Variance	Comments
Refuse Collection - Domestic	639,798	30,891	670,689	707,210	36,521	5.45%	Salary and on costs savings of £43K however overexpenditure of £72K on Agency, and £7K on External Services.
Refuse Collection - Commercial	(260,292)	(19,962)	(280,254)	(308,903)	(28,649)	10.22%	Increased income on rent received.
Street Cleansing	372,998	0	372,998	389,178	16,180	4.34%	Salary and oncosts savings of £8K however overexpenditure of 25K on Agency.
Recycling	460,260	(10,929)	449,331	398,586	(50,745)	11.29%	Total salary and on costs savings
Clean Neighbourhoods	88,804	0	88,804	93,510	4,706	5.30%	
Mechanics Workshop	(1,314)	0	(1,314)	1,863	3,178	241.75%	Increased salary from apprenticeship wage.
Waste Management Service Unit	211,490	52,756	264,246	271,836	7,590	2.87%	Salary and oncosts savings of £8K however overexpenditure of £13K on External Services, and 2K on Veh Fleet Costs.
Garden Waste Scheme	(160,811)	0	(160,811)	(145,105)	15,706	9.77%	Salary and oncosts savings of £19K however overexpenditure of £36K on Agency.
Environmental Health Services	290,928	8,000	298,928	313,788	14,860	4.97%	Total overexpenditure within salaries and oncosts.
Flooding	0	0	0	0	(0)		
Aireview House	19,040	0	19,040	17,578	(1,462)	7.68%	
Homelessness	229,490	45,683	275,173	268,608	(6,565)	2.39%	£15K of grant received not allocated to expenditure and £2K of misc income, 11K overexpenditure on salaries.
Private Sector & Housing Enabling	(13,509)	(23,683)	(37,192)	(64,696)	(27,504)	73.95%	Total salary and oncosts savings.
Housing Service Unit	23,090	0	23,090	29,111	6,021	26.08%	
Total Economic Development	375,386	19,487	394,873	411,240	16,367	4.14%	
Total Leisure Services	19,043	14,895	33,938	70,275	36,337	107.07%	Salary and oncosts savings of £33K, however overspend of £40K on timesheet work (D105). Salary and oncosts savings of £17K, however overspend of £41K on agency and timesheet. (D106).
Total Bereavement Services	(441,464)	0	(441,464)	(450,970)	(9,506)	2.15%	
Total Resilient Communities	1,870,798	118,038	1,988,836	1,811,989	(176,847)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
CLT	495,927	0	495,927	481,909	(14,017)	2.83%	
Business Support	205,906	0	205,906	180,950	(24,956)	12.12%	Savings to salary and related
Human Resources & Training	155,583	0	155,583	145,660	(9,923)	6.38%	£7k Savings to salary and related & £2k savings to recruitment & related
Legal Services	125,887	0	125,887	118,181	(7,706)	6.12%	Salary and oncosts savings of £16K, however overspend of £8K on Agency Staff.
Corporate Costs	860,728	0	860,728	858,736	(1,992)	0.23%	
Financial Services	518,075	0	518,075	455,178	(62,897)	12.14%	£52k Savings to salary and related, £10k savings to external svcs
Properties; Misc, Bus, Depots, BVS, SU, Estates	589,379	(14,895)	574,484	550,566	(23,918)	4.16%	
ICT & Transformation	449,644	0	449,644	449,613	(31)	0.01%	
Total Financial Sustainability	3,401,129	(14,895)	3,386,234	3,240,793	(145,441)		

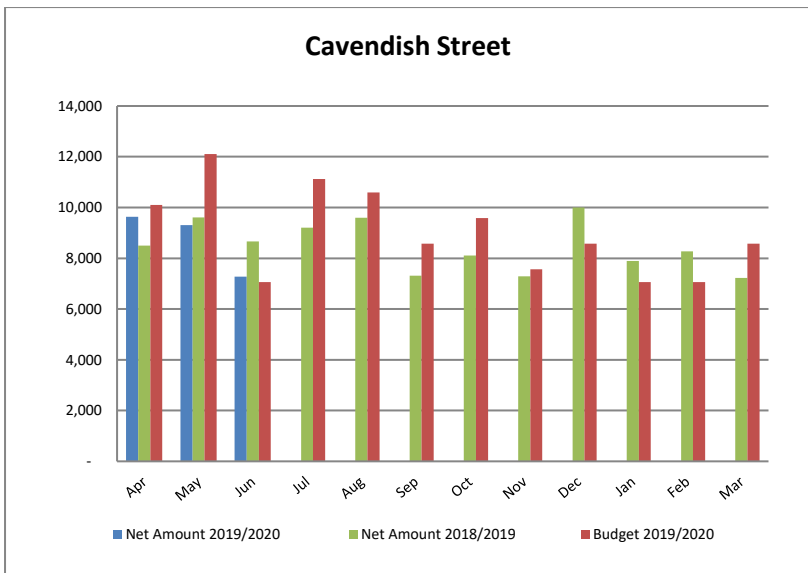
Agency Budget Analysis of Services and Forecasted Spend in Salaries;

Agency Actual Outturn 2018/19 £	Service	Agency Actual as at Q1 2019/20 £	Agency Revised Budget as at Q1 2019/20 £	Agency Variance End Jun 19 -ve/+(ve) £	Reason for Agency Appointment
59,300	Revive - Craven Leisure Cafe	5,699	-	5,699	Covering Chef Role - intention to recruit permanently in the New Year
67,879	Refuse Collection-Domestic	23,277	9,500	13,777	covering Waste Management operational roles
41,006	Street Cleansing	23,341	-	23,341	covering Waste Management operational roles
55,894	Assets & Commercial Services (S/Unit)	9,570	-	9,570	Fulfilling Surveyor Role
25,977	Garden Waste Service	8,515	-	8,515	covering Waste Management operational roles
-	- Hackney Carriages	5,558	-	5,558	Covering Vacancy of licensing technician
-	- Licencing	5,558	-	5,558	Covering Vacancy of licensing technician
146,936	Local Development Framework	23,456	-	23,456	Planning Policy cover
119,524	Development Control	24,575	2,875	21,700	Cover of Planning Officers and to clear back log of applications
76,115	Legal Services	8,330	-	8,330	Short term cover for maternity
38,625	Financial Services	13,565	-	13,565	Short term cover through Closedown while newly appointed trainee was being upskilled
-	- Revenue and Benefits Services	9,326	2,500	6,826	
-	- Information Technology Services	-	-	-	
631,256		160,770	14,875	145,895	

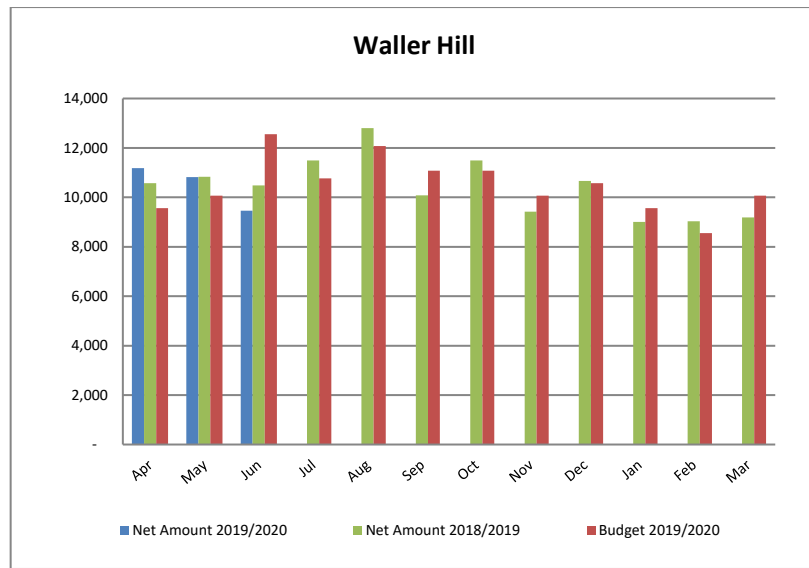
Parking Fees April - June 19 (2019/20 FYR)

2019/20	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £
Month															
April	£ 9,638	£8,497	£10,098	£11,187	£10,574	£ 9,563	£41,643	£36,919	£35,196	£52,697	£53,302	£55,339	£ 1,944	£1,899	£ 1,522
May	£ 9,309	£9,606	£12,107	£10,823	£10,837	£10,067	£41,183	£43,014	£36,204	£55,102	£53,198	£53,320	£ 1,617	£1,652	£ 1,218
June	£ 7,271	£8,661	£ 7,063	£ 9,454	£10,481	£12,550	£35,399	£43,350	£34,692	£47,206	£55,254	£50,796	£ 1,732	£1,664	£ 1,623
July															
August															
September															
October															
November															
December															
January															
February															
March															
	£26,218	£26,764	£29,268	£31,465	£31,892	£32,180	£118,225	£123,283	£106,092	£155,006	£161,754	£159,455	£ 5,293	£ 5,215	£ 4,363
Variance	(546)		(3,050)	(427)		(715)	(5058)		12,133	(6,748)		(4,449)	78		930

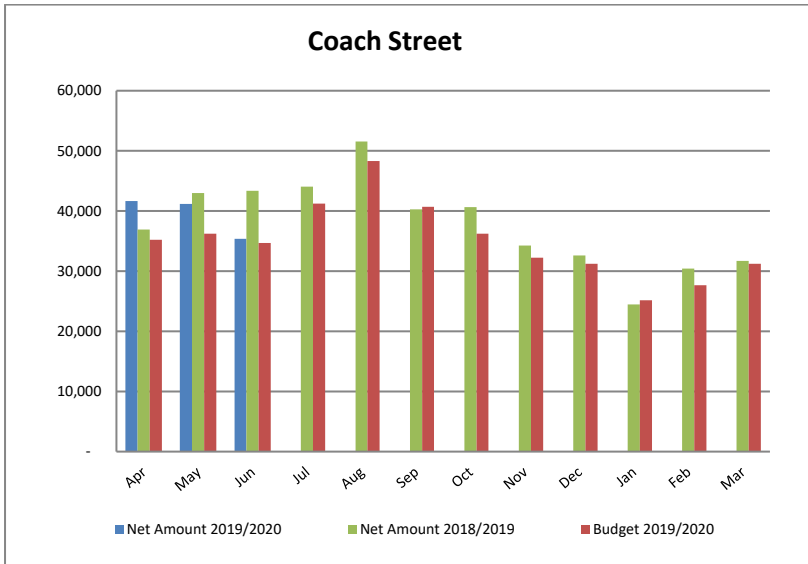
2019/20	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £
Month															
April	£ 5,828	£5,595	£ 5,330	£ 6,426	£5,697	£ 5,712	£ 3,500	£2,374	£ 1,846	£ 1,679	£1,947	£ 1,699	£ 7,132	£4,927	£ 4,033
May	£ 5,766	£4,956	£ 5,029	£ 6,367	£6,407	£ 5,508	£ 3,908	£2,447	£ 2,050	£ 3,867	£3,615	£ 1,499	£ 6,439	£4,327	£ 4,033
June	£ 4,706	£5,229	£ 6,032	£ 5,178	£6,330	£ 5,808	£ 3,121	£3,715	£ 2,870	£ 1,424	£1,868	£ 2,000	£ 5,086	£4,996	£ 4,033
July															
August															
September															
October															
November															
December															
January															
February															
March															
	£16,300	£15,780	£16,391	£17,971	£18,434	£17,028	£10,529	£ 8,536	£ 6,766	£ 6,970	£ 7,430	£ 5,198	£18,656	£14,250	£12,099
Variance	520		(91)	(463)		£943	1995 of 18		3763	(460)		1772	4406		6557



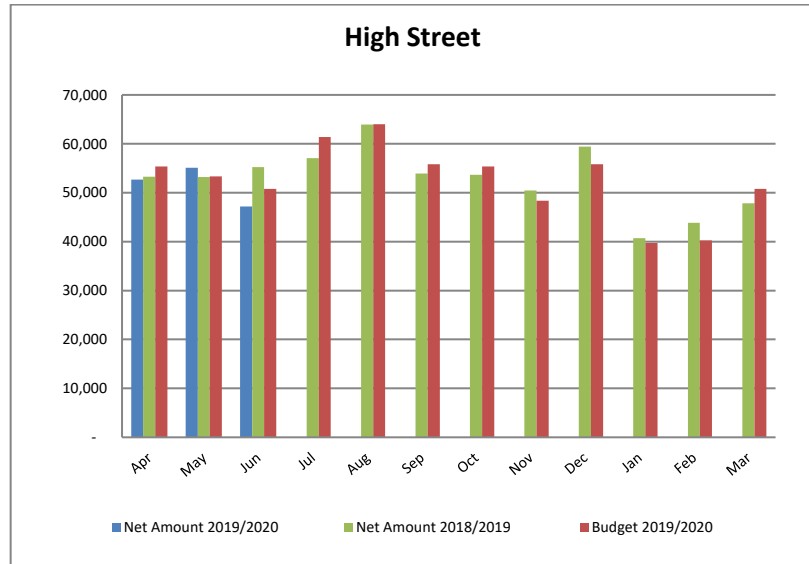
Comments: Income decreased by 2.04% (£546) over same period last Year and down by 10.42% (£3,050) on budget



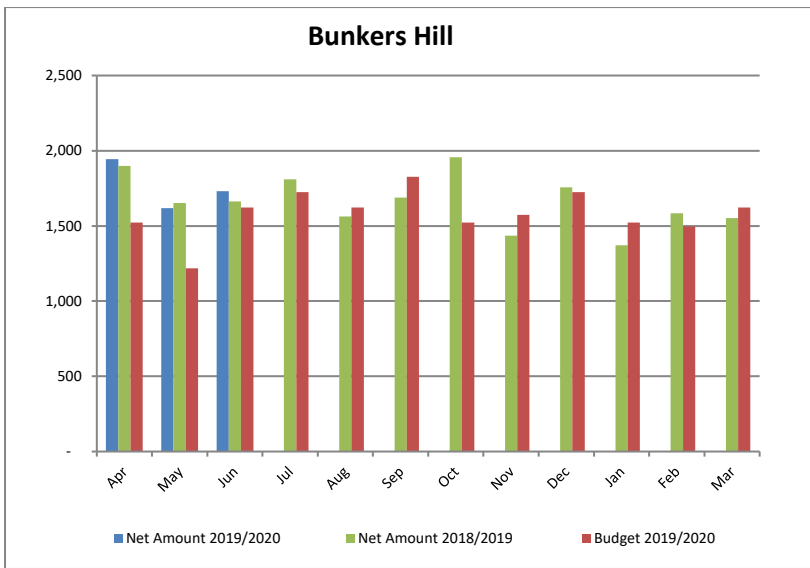
Comments: Income decreased by 1.34% (£427) over same period last year and down by 2.22% (£715) on budget



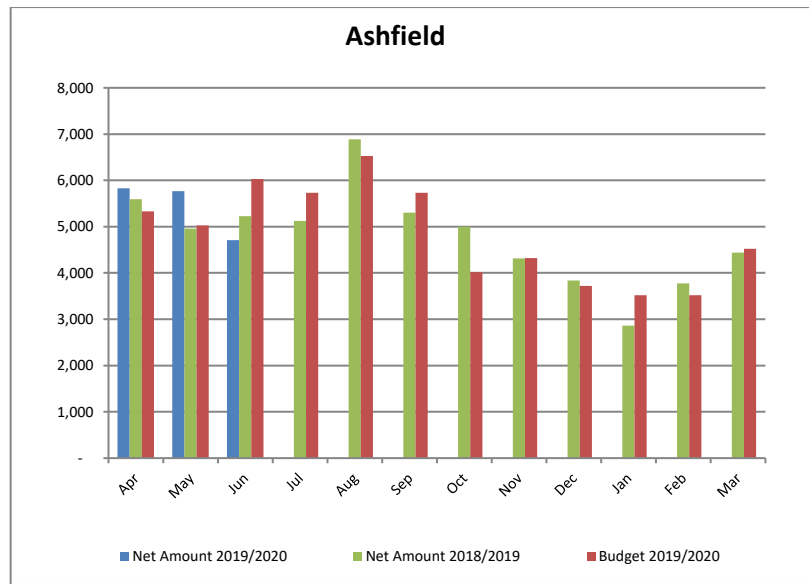
Comments: Income decreased 4.10% (£5058) over same period last year and up by 11.44% (£12,133) on budget



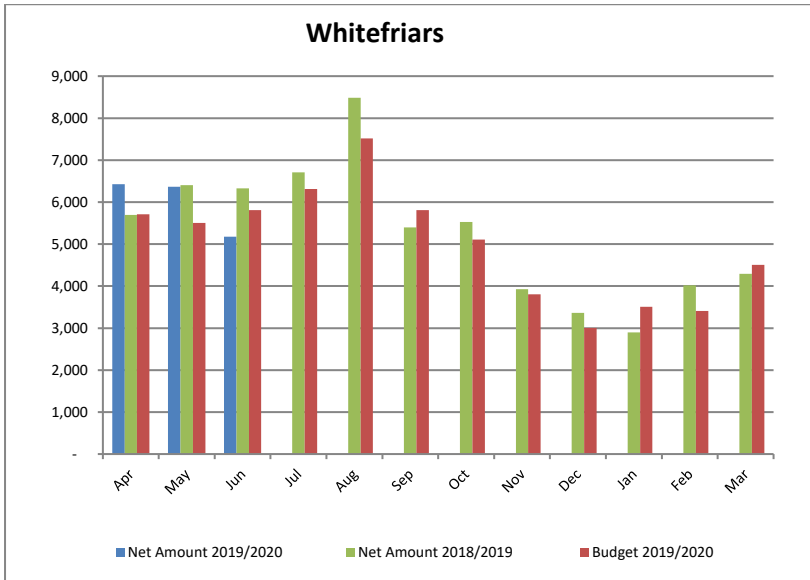
Comments: Income decreased by 4.17% (£6748) over same period last year and down by 2.79% (4,449) on budget



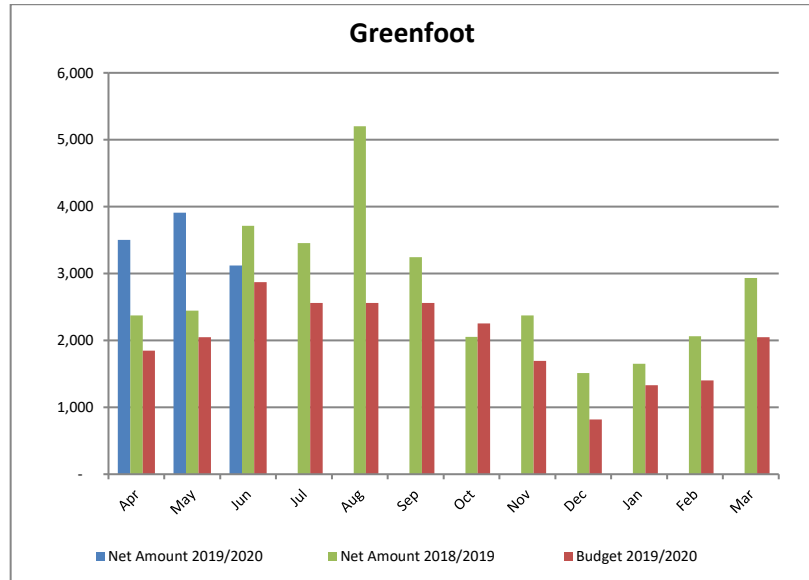
Comments: Income increased by 1.50% (£78) over same period last year and up by 21.31% (£930) on budget



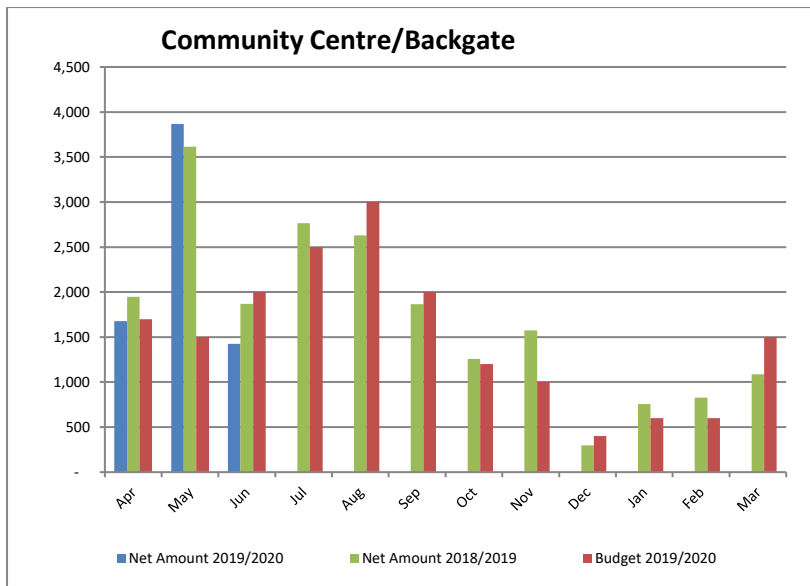
Comments: Income increased by 3.30% (£520) over same period last year and down by 0.55% (£91) on budget



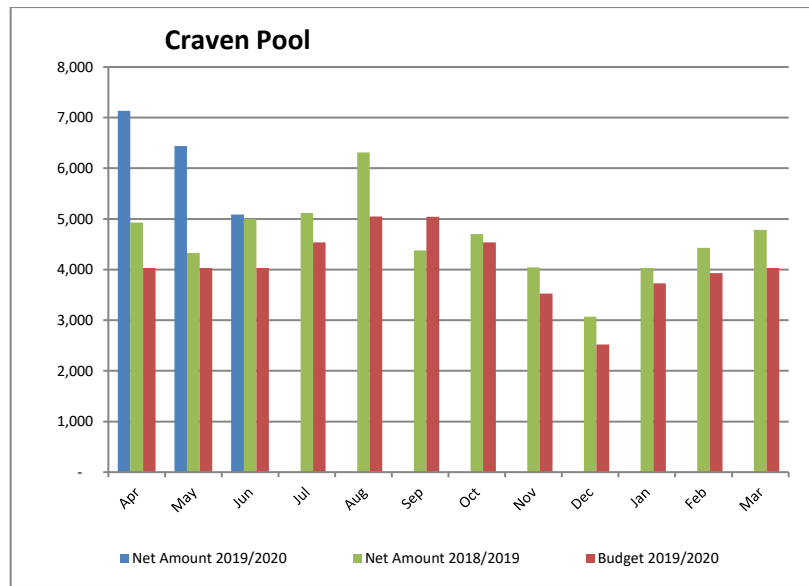
Comments: Income decreased by 2.51% (£463.) over same period last year and up by 5.53% (£943) on budget



Comments: Income increased by 23.34% (£1,993) over same period last year and up by 55.61% (£3,763) on budget



Comments: Income decreased by 6.91% (£460) over same period last year and up by 34.09% (£1,772) on budget



Comments: Income increased by 30.91% (£4406) over same period last year and up by 54.19% (£6557) on budget

Policy Committee – 17th September 2019



Q1 CAPITAL PROGRAMME MONITORING REPORT – 2019/2020

Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To inform Members of the Council's Capital Programme position, based on the Quarter 1 review of income and expenditure to the end of June 2019.

2. Recommendations

- 2.1 Members note the Capital Budget position of the 2019/20 Capital Programme as at the 30th June 2019.
- 2.2 Members approve the Supplementary Estimates of £2,920k for the Joint Venture (JV) Development Projects, to be funded from grant awards. These are the Land Release Fund, £543k, and the Accelerated Construction Fund, £2,377k.
- 2.3 Members note the 2019/20 Capital Programme and the proposed funding - including the Supplementary Estimates for new projects agreed in Q1.

3. Background Information

- 3.1 The Council agreed the 2019/20 Capital Programme of £1,763k on 5th February 2019. On 6th August 2019 the Council endorsed the recommendation from Policy Committee for the Capital Programme to include £3,864k of slippage from the 2018/19 Programme. Giving a revised programme of £5,627k.
- 3.2 Since the Capital Programme was agreed, supplementary estimates have been approved totalling £143k. £18k for the Boundary Signs project and £125k awarded to the DNAire project, although £75k of this will be utilised in the 20/21 programme. In addition, a supplementary estimate for the JV Development Projects has been requested for £2,920k, this is to accelerate the growth of the developments and to utilise the Grant funding obtained, as detailed in 2.2. Due to the early delivery of a refuse vehicle, which wasn't expected until Q1 of 19/20, £105k of the vehicle replacement programme had to be brought forward by one year. This has reduced the amount in the 19/20 programme, previously allocated, to £87k. This gives a total

revised Capital programme of £8,586k..

4. **Quarter 1 Financial Performance**

- 4.1 The Council approved the 2019/20 Capital Programme of £1,763k 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 £3,864k is based on the forecasted expenditure to be incurred in 2019/20. Since April 2019, Policy Committee approved a £18k Boundary Signs project, £125k for the DNAire project. As part of this report, there is an additional request for £2,920k for the JV Development Projects. This now gives a revised programme of £8,586k.
- 4.2 A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 30th June expenditure on the programme was £449k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2019/20 £	Expenditure at Q1 2019/20 £	Forecasted Outturn Q1 2019/20 £	Estimated Slippage (20/21) at Q1 2019/20 £
Council Properties	2,789,581	67,769	2,789,581	-
ICT	264,263	22,040	264,263	-
Private Sector Hsg & Empty Homes	4,319,347	317,096	4,319,347	-
Recreation & Leisure	1,042,865	21,686	967,865	75,000
Town/Village Plans	62,643	-	62,643	-
Vehicles	107,000	20,172	107,172	-
Total Capital Programme Costs	8,585,699	448,762	8,510,871	75,000

- 4.3 The forecasted underspend, against the revised programme is solely attributable to the DNAire Project, as in Q1 there has been an indication that £75k of the £125k Supplementary Estimate won't be utilised until 2020/21. The funding of the £2,920k, that is subject to approval, is to be utilised for the Council's housing projects relating to the Joint venture and is included in the revised budget and outturn.
- 4.4 The revised programme reflects, the change to the Vehicle Replacement schedule. This was due to the delivery of a replacement refuse vehicle earlier than expected. It was originally assumed that the balance of £87k in the 18/19 programme would be carried forward to the 19/20 programme. However, as a result of the aforementioned, £105k had to be slipped backwards, from 19/20 to increase the 18/19 budget to allow £192k to be used for the vehicle. £107k remains in the programme for 19/20. £87k attributable to Waste and £20k to Assets and Commercial Services.

- 4.5 Due to the continued reliance on capital receipts and the Council's reserves to fund expenditure over the medium and long term it was agreed that approval to commence 2019/20 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 2019/20 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 2019/20 Programme

	2019/20 Revised Prog. £'000	2020/21 Indicative £'000	2021/22 Indicative £'000	2022/23 Indicative £'000
Capital Receipts at Start of Year (CRR)	2,083	1,167	1,167	1,117
In Year resources - (Capital Grants/receipts received)	4,265	3,509	733	733
Use of in Year Capital grants	1,290	3,409	683	683
Use of Capital Receipts	3,891	100	100	50
Total Use of Capital Resources	5,181	3,509	783	733
Contribution From NHB Reserve	368	75	-	-
Contribution From Enabling Efficiencies Reserve	35	-	-	-
Contribution From Vehicles Reserve	108	330	310	50
Contribution from IT Reserve	254	40	40	70
Contribution from Buildings Reserve	152	-	-	-
Underwrite the Capital Funding to cover the external funding applications	2,413	-	-	-
Utilisation of Borrowing (MRP Capacity)		-	-	-
Total Use of Reserves/Borrowing	3,330	445	350	120
Forecasted Capital expenditure in year as per Appendix A	8,511	3,954	1,133	853
Capital Receipts at end of Year (CRR)	1,167	1,167	1,117	1,117

- 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 2019/20, 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 “Underwrite the Capital Funding to cover the external funding applications” line represents the amounts allocated for the redevelopment of the Town Hall, that are to be funded by the applications to the HLF and other bodies. The Council have approved the underwriting of the costs should not all the Grant funding be achieved.
- 5.5 The “In Year resources - (Capital Grants/receipts received)” line, includes the £2,920k supplementary estimate for the JV related developments, as this is funding that will be drawn on as it is incurred. It is assumed that the £2,920k will be fully used, however if this changes in the later quarters the funding and usage will be reflected in the slippage.

6. Implications

6.1 Financial and Value for Money Implications

At the start of 2019/20 the Council had available £2,083k of Capital Receipts to fund its capital programme. It also had estimated receipts of Grants of £4,295k to fund part of the programme, including the £2,920k from the Land Release Fund and the Accelerated Construction Fund. All financial implications are contained in the body of the report.

6.3 Legal implications – None Relevant

6.4 Contribution to Council Priorities

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

6.5 Risk Management

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

6.6 Equality Impact Assessment

The Council’s Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to

cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

7. **Consultations with Others** – None

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

None

9. **Author of the Report**

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Telephone: 01756 706316

E-mail: JHordern@cravendc.gov.uk

10. **Appendices**

Appendix A – Capital programme detailed analysis

Capital Programme 2019/20

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q1 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q1 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services	Cremator Replacement	Clair Cooper	6049					-	(0)	0		-	Project has suffered major delays due to electric upgrade, this has now progressed and work is currently being undertaken. Total project should complete end of September 19 under budget with all final invoices recd in October.
Bureavement Services	Exit Drive at Waltonwrays	Clair Cooper	6052	28,000				28,000	-	28,000		28,000	Due to staffing constraints in Property this project has, as yet, not been started. This is due to be looked at by Property in October 19.
Assets & Commercial Services	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044		13,000			13,000	-	13,000		13,000	This has been assigned as a Q4 project, currently pending.
Assets & Commercial Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Darren Maycock	6050		74,880			74,880	-	74,880		74,880	
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	35,000				35,000	11,333	23,667		35,000	Replacement programme underway and to plan, expected completion Q3
ICT & Transformation Services	Idox Implementation	Darren Maycock	6266		19,396			19,396	1,207	18,189		19,396	Implementation now complete.
Assets & Commercial Services	Integrated Asset Management System	Darren Maycock	6277		16,550			16,550	-	16,550		16,550	Assessment of need underway, project scheduled for Q4.
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305	20,000				20,000	20,172	(172)		20,172	Complete, 1st electric fleet vehicle now in operation.
ICT & Transformation Services	Digitisation and Archiving Project	Darren Maycock	TBC		96,000			96,000	-	96,000		96,000	Project underway, archive collections scheduled expected completion Q3
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock		10,000				10,000	-	10,000		10,000	Currently under review, expected completion Q4
ICT & Transformation Services	Replace UPS units	Darren Maycock	6279	30,000				30,000	9,500	20,500		30,000	Project underway, expected completion Q4

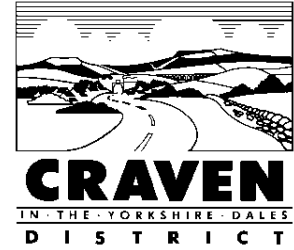
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q1 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q1 Comments - including timeline for procurement and delivery & Justification
Economic Development	DNAire	David Smurthwaite	TBC			125,000		125,000	-	125,000	75,000	50,000	Supplementary Est approved at Pol. 18th June 2019, £125k in 2020/21 however there is a request that £50k of this be made available in 2019/20 with the remaining £75k to be utilised in 2020/21
Assets & Commercial Services	- Skipton Town Hall - Phase III Works * year two subject to grant funding	David Smurthwaite	6023		679,149			679,149	-	679,149		679,149	
Assets & Commercial Services	Redevelopment of Town Hall/Museum HLF - CDC Funded Element	David Smurthwaite	6032		202,138			202,138	59,212	142,926		202,138	
Assets & Commercial Services	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF Funded Element	David Smurthwaite	6032		-			-	-	-		-	
Assets & Commercial Services	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element	David Smurthwaite	6032		1,469,346			1,469,346	-	1,469,346		1,469,346	
Assets & Commercial Services	Boundary Signs	David Smurthwaite	6056			18,000		18,000	1,412	16,588		18,000	

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q1 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q1 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services	To refurbish and replace existing fitness kit	Hazel Smith	6113		21,666			21,666	10,038	11,628		21,666	This project is currently being delivered. It is likely that the full budget will be spent for the project, however, a better understanding will be gained at the end of Q2.
Craven Pool	New Filters	Hazel Smith	6115	25,248				25,248	-	25,248		25,248	The procurement of the filters is almost complete. It is envisaged that the work will be complete within Q2 to Q3. The project will come in within budget.
Parking Services	Parking payment machine replacement	Helen Townsend	6009	40,000				40,000	-	40,000		40,000	3 machines being installed and commissioned into service at Ingleton Car Park on 13th September. PO raised 22/5/19
Parking Services	10 x Parking Spaces at Pool	Helen Townsend	6010 CK01	25,000				25,000	550	24,450		25,000	Tender Documents out at present. Work commencing 2nd Sept contract should be awarded, to start construction end of September/beginning of October.
Parking Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX	4,000				4,000	-	4,000		4,000	PO raised for £3230 17/4/19 for replacement light columns at Ashfield car park. Work has been completed.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q1 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q1 Comments - including timeline for procurement and delivery & Justification
ICT & Transformation Services	Payroll System improvements	James Hordern	6200	-	12,000			12,000	-	12,000		12,000	No meaningful progress, as the project is under review. It may be that this will have to be re-bid as part of a improved suggestion for Self Service to encompass both HR and Payroll solutions.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129	-	225,000			225,000	-	225,000		225,000	On-site works commenced July, with an anticipated completion date of January 2020. Project being delivered by the Canal & River Trust. The Council's contribution will be paid in quarter 4.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138	-	62,643			62,643	-	62,643		62,643	Refurbishment of the village centre pedestrian signs underway, completion expected in January 2020
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	TBC	-	303,260			303,260	-	303,260		303,260	On-site works commenced early July; on schedule for completion in October 2019. Project being delivered by the Council with funding from Local Growth Deal
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	TBC	-	367,940			367,940	11,648	356,292		367,940	Applications for statutory consents to carryout the work prepared and submitted. Procurement scheduled to commence in quarter 3, with on-site work to commence in quarter 4.
Assets & Commercial Services	JV Development Projects - Craven Share	Paul Ellis	6057	-	-	876,093		876,093	51,839	824,254		876,093	Seven development projects are being progressed; four for housing on land at Airedale Avenue Skipton, Horse Close Skipton, Back Gate Ingleton, and Low Demense Ingleton: three for employment on land at Whitefriars Settle, Langcliffe Quarry and Engine Shed Lane. Planning applicatons for Airedale Avenue and Back Gate were submitted in April & May 2019.
Assets & Commercial Services	JV Development Projects - Barnfield Share	Paul Ellis	6058	-	-	2,044,216		2,044,216	120,937	1,923,279		2,044,216	

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q1 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q1 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services	Skipton Depot Project	Stanislav Andryszewski	6036	-	190,820			190,820	6,596	184,225		190,820	Site Inspection completed planning in preparation
Assets & Commercial Services	S106 Money to spend on shared ownership acquisitions	Stanislav Andryszewski	6026 - Purchases 7666 - Sales	780,000				780,000	144,320	635,680		780,000	3 houses have been acquired at Hunters View, Giggleswick and each sold as shared ownership, allowing the S106 budget to be replenished for future acquisitions. 4 houses for shared ownership are being acquired at Raikes Road, Skipton and buyers have been secured.
Environmental Services & Housing	Refurbishment & reconfiguration Aireview House	Wyn Ashton	6022					-	-	-		-	Accruals not yet off set, however it is expected invoices will be received in Q2.
Waste Management	Vehicle Lift Project	Wyn Ashton	6136		20,000			20,000	-	20,000		20,000	This will need to be delayed until such time as the re-modelling of Engine Shed Labne takes place
Environmental Services & Housing	Disabled Facilities Grants	Wyn Ashton	6145	574,000	45,038			619,038	-	619,038		619,038	For 2018/19 the Grant Determination was £ 556,818 with a slippage request (9 cases where Grant had been approved) of £ 45,038. Our total budget for 2019/20 is £ 601,856. There were 10 cases where works had started on site and their total cost @ £ 76,320.86 was accrued from 2018/19 for payment in 2019/20. During Q1 we have completed 13 Grants (including 3 Energy Efficiency Grants) with a total spend of £ 23,694 and Accruals completed to the value of £ 39,122.
Waste Management	Vehicle Replacement Programme	Wyn Ashton	6305	192,000			(105,000)	87,000	-	87,000		87,000	Road sweeper is about to be ordered by Waste Management. There will be expenditure in year
ICT & Transformation Services	InCab Communications & Web Portal Statems	Wyn Ashton/ Darren Maycock	6276		45,317			45,317	-	45,317		45,317	Project underway, in-cab solution expected to be implemented Q4.
Total Capital Programme 2019/20				1,763,248	3,864,142	3,063,309	(105,000)	8,585,699	448,762	8,136,937	75,000	8,510,871	

Policy Committee – 17th September 2019



PERFORMANCE MONITORING REPORT – QUARTER 1 2019/2020

Report of - Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 1 2019/2020 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. 15 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

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

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven	1			7
Resilient Communities			1	5
Financial Sustainability				3
Total	1 (6%)	0 (0%)	1 (6%)	15 (88%)

Status	Action	Details available at -
Council Plan Action Not started – not yet required	CP 19/20/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020	Annex A – Council Priority Enterprising Craven
Council Plan Action showing amber status	CP 19/20/11 - Reduce waste to landfill and increase re-use and recycling	Annex B – Council Priority Resilient Communities

3.2. Indicators

Total number of annual Council Plan Indicators	11
Number for which quarterly 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	8
Number failing to achieve target (Shown below)	3

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	Three affordable housing units were completed in Quarter 1. There are currently 235 affordable homes on-site, the vast majority of which will complete by March 2021.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs. (Q)	Residual household waste has increased partly due to changes in processing methodology. We are undertaking waste audits prior to targeted recycling promotions in an attempt to improve performance.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated (Q)	No savings or additional income targets have been classed as achieved or green in the savings plan but a number are being progressed and the latest outturn report gives confidence that the required level can be achieved.
Please note that the annual targets for EW 10.Q - Waste Management - Residual household waste per household in Kgs. and EW 11.Q - Waste Management - Percentage of household waste sent for reuse, recycling and composting are currently under review.		

A summary showing all Council Plan Indicators is available at Annex D.

3.3. Operational Indicators – Benefits and Planning

Data is available for all of the six benefits and planning indicators as detailed in Annex E. All are currently achieving target.

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"> - Publishing the Local Development Plan - Using Council assets to build 25 housing units per annum from 2020 across all tenures - Using policies to enable the provision of 69 affordable homes per year - Designing and developing a new rural housing model fit for the 21st Century and rolling out across the district - Promoting and assisting communities to take advantage of the Community Led Housing Fund by supporting delivery of at least one Community Led Housing Funded Scheme per annum - Holding a small builders workshop to support the removal of barriers to house building 	CP 19/20/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	<ul style="list-style-type: none"> Aug 2019 - Complete RIBA rural housing competition Sep 2019 - Local Plan adopted Nov 2019 - Start on site Back Gate, Airedale Avenue 	Economic Development	<p>The RIBA design competition for Horton is completed. We will work with the architects of the winning design to develop the final scheme for submission to Homes England and the YDNP.</p> <p>The Local Plan is having a second consultation on the final amendments to the Local Plan. This will be completed at the end of August and we now expect adoption of the Plan in November 2019.</p> <p>Back Gate and Airedale Av schemes have been submitted for planning approval.</p>	DS	09/08/19	Green	
Stimulate business growth								
<ul style="list-style-type: none"> - Developing the South Skipton Employment Zone and improving the Engine Shed Lane area - Creating new employment sites in Bentham, Ingleton and Settle (Anley Crag) - Developing employment space at Langcliffe, and Threshfield Quarry 	CP 19/20/02 - Enable the development of 8 hectares of new employment land by 2020	<ul style="list-style-type: none"> Mar 2020 - Develop plan for Threshfield Quarry Mar 2020 - Agree route of the Ings Lane/Wyvern Park Link Road 	Economic Development	<p>Craven Barnfield Regeneration Ltd are developing some options to create a mixed use scheme for business and leisure uses.</p> <p>Results of the flood modelling have been sent to Henry Boot in order to design the route of the link road.</p>	DS	09/08/19	Green	






<p>- Producing a masterplan to inform improvements to infrastructure in and around Skipton Railway Station that increases economic vibrancy and creates an attractive gateway to the town</p> <p>- Lobbying for investment in the road and rail infrastructure serving the District as part of the central Pennine corridor</p>	<p>CP 19/20/03 - Improve the quality and capacity of the transport infrastructure serving the District</p>	<p>Mar 2020 - Interim findings of the Skipton Station Masterplan</p>	<p>Economic Development</p>	<p>Procurement process for consultants to support the development of masterplan to begin in September</p> <p>Stage one bid submitted through the Transforming Cities Fund to improve walking and cycling routes around Skipton Station. Decision expected in November.</p>	<p>DS</p>	<p>09/08/19</p>	<p>Green</p>	
<p>- Delivering the AdVenture Enterprise Growth Programme in collaboration with partners</p> <p>- Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership</p> <p>- Delivering the Digital Enterprise Business Support Programme in collaboration with partners</p>	<p>CP 19/20/04 - Ensure new and existing businesses have access to, and are able to benefit from business support services</p>	<p>Each quarter - Hold at least one workshop with local businesses</p>	<p>Economic Development</p>	<p>Two workshops held: the first in collaboration with the Federation of Small Businesses (FSB) providing training on digital marketing which was well attended with 27 participants. The second was a meeting of the Airedale and Snaygill Business Collaboration Network, where the main topic was the introduction of a new street naming scheme to help customers and delivery firms find their way around the Estates.</p> <p>The Leeds City Region Business Growth Service has been awarded European Regional Development Fund (ERDF) grant of £1.7million to extend the service for three-years to March 2022. Part of the funding (£225,000) has been set aside to fully fund an additional 1.5 SME Growth Managers for Bradford and Craven. The posts are being advertised - closing date for applications is 22nd July 2019. During this quarter, the existing SME Growth Manager has worked with 10 businesses, of which 6 were new clients from a range of sectors, covering finance for new equipment, skills development, introduction of new products and services.</p>	<p>SS</p>	<p>23/07/19</p>	<p>Green</p>	

				The Ad:Venture Business Advisor providing one-to-one advice to new and pre-start businesses in Craven has worked with 11 new enterprises, including a distillery, lingerie design and production, forestry, manufacture of organic cosmetics and training services.				
- Supporting 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 including wireless and fibre to the home networks	CP 19/20/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020	Dec 19 - Deliver a campaign to encourage greater use of high quality broadband Mar 20 - Deliver a second campaign to encourage greater use of high quality broadband	Economic Development	Superfast North Yorkshire are continuing to plan the roll-out of phase 3. A map showing "proposed" coverage in Craven is available on the website (superfastnorthyorkshire.com)	SS	23/07/19	Not started - not yet required	
Improve the economic vitality of Craven's market towns and villages								
- Developing and delivering actions plans for Benthams, Grassington, Cross Hills, Ingleton and Settle - Working with partners to support delivery of the Skipton (BID) Business Improvement District - Supporting the development of settlements in the Dales as part of the strategy to attract more younger people to the area	CP 19/20/06 - Enhance the quality of the trading environment within the District's core retail centres	Dec 2019 - Settle website launched Feb 2020 - Designs agreed for Ingleton Riverside Park Mar 2020 - Deliver Grassington signage scheme	Economic Development	The Settle website design is nearing completion and the work with Grassington Chamber on the signs has commenced. The development of the Ingleton Riverside Park is awaiting further information on the plans to create the Splash Zone.	DS	09/08/19	Green	
- Developing Skipton Town Hall into a vibrant cultural community venue - Establishing, in partnership with others, a cultural apprenticeship scheme - Enabling and facilitating the development of new and existing hubs across Craven - Delivering the Access Development Plan for the Leeds	CP 19/20/07 - Improve access to and enjoyment of Craven's great heritage and culture	Apr 2019 - Construction work start Nov 2019 - Initial plan for phase one of Northern Forest agreed Mar 2020 - Leeds Liverpool Canal Towpath works complete	Economic Development	Construction of the Town Hall started in March and is expected to be complete by August 2020 Development of the Northern Forest plan involved environmental organisations from across Craven has started. Towpath works delayed but started on site in July with an expected 6 month construction period,	DS	09/08/19	Green	



& Liverpool Canal - Working with partners to start the development of the Northern Forest								
- Delivering the Great Place Lakes and Dales Scheme including a series of small events in spaces and venues developed by younger people for younger people - Building eight houses in Horton in Ribblesdale and Airton - Adopting and delivering the action plan agreed with partners for the retention and attraction of working age households	CP 19/20/08 - Collaborate with partners to retain and attract more working age households to the District	Jul 2019 - RIBA competition complete Mar 2020 - Planning permission submitted for Horton and Airton sites	Economic Development	The RIBA design competition for Horton is completed. We will work with the architects of the winning design to develop the final scheme for submission to Homes England and the YDNP.	DS	09/08/19	Green	




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


INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	17	3	
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	-6.5%	Context Indicator - no target set		-6.9%	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	25	26	
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set		72	
RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan	Collected annually		
RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)		Context Indicator - no target set	Collected annually		
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	242	230 for CDC	58	85	

Annex B – Council Priority Resilient Communities - creating sustainable communities across Craven




Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
<ul style="list-style-type: none"> - Actively participating in the Health and Care Partnership Board to encourage investment in prevention activities for the benefit of Airedale, Wharfedale and Craven Residents - Supporting the Craven Communities Together programme (a cross sector partnership involving partners across health, social care, the voluntary sector, Craven District and North Yorkshire County Council) and the Nurturing Neighbourhoods work stream, developed to address loneliness and isolation and consequently the associated health implications across Craven - 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 19/20/09 - Reduce health and wellbeing inequalities	<ul style="list-style-type: none"> May 19 - Public launch of Dementia Friendly Skipton as part of Alzheimer's Awareness Week Sep 19 - Become accredited Dementia Friendly Council Sep 19 - Plan of work of Craven Communities Together agreed and reported to CLT Oct 19 - Review role of Community Safety Hub in conjunction with NYP tasking into account the recommendations of the Public Safety Pilot due to be piloted in Craven 	Communications, Customer Services & Partnerships	Dementia Friendly Skipton launched during Alzheimer's Awareness Week - Skipton group continues to grow. Council registered as working towards becoming Dementia Friendly and action plan produced. Role of Community Safety Hub has been reviewed and role profile produced for Community Safety Officer's work within the hub. Now based at Skipton Police Station and Community Safety Hub due to be relaunched in September.	SH	30/07/19	Green	
<ul style="list-style-type: none"> - Continuing to deliver the Ward Member Grant Programme - Providing support to a range of community groups across the District and facilitating community projects including 	CP 19/20/10 - Enable community groups across the District to achieve their ambitions	<ul style="list-style-type: none"> Jun 19 - Official opening of new play area at Aireville Park Jun 19 - Hold Great Get Together community picnic in Aireville Park Ongoing - Support 	Communications, Customer Services & Partnerships	Ward Member Grant Scheme open for applications and currently received 22 applications across the District. Great Get Together Picnic held in Aireville Park on 23rd June 2019 that had approx. 700 attendees from all sections of community. Received great	SH	30/07/19	Green	

working with the Friends of Aireville Park to deliver final phase of new play area - Maximising the use of Planning Gain to provide funding for community projects		Settle Town Council and Skatepark group in delivering the scheme Sep 19 - Planning Gain annual report to CLT Mar 20 - Produce new Masterplan for Airveille Park		feedback and will look to hold event again. Official opening held of the new play area in Aireville Park on 7th June 2019.				
- Actively engaging in the consultation on the new waste strategy proposed by DEFRA - 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 options for the provision of anaerobic digestion facilities in Craven	CP 19/20/11 - Reduce waste to landfill and increase re-use and recycling	Oct 2019 - Undertake 15 recycling promotion talks with schools and community groups Ongoing - Continue to promote the Council's commingling recycle scheme Ongoing - Continue to explore the options for a joint waste authority with North Yorkshire Partners	Waste Management	A promotion campaign is currently being drafted to increase recycling rates of Craven residents. Promotion talks in schools on the benefits of recycling will commence in September.	WA	22/07/19	Amber	
- Installing electric charging points on Council owned assets at suitable locations - Reviewing the Council's commercial vehicle fleet and replacing vehicles with an electric option where appropriate as part of the ongoing replacement programme	CP 19/20/12 - Promote use of electric vehicles in Craven	Sep 2019 - Install two Electric Vehicle Charging Points in High Street Car Park (subject to Legal Services agreeing the lease and amending the Parking Places Order) Mar 2020 - Review usage after 6 months of installation and work with Appointed Contractor to assess the business case for other locations	Parking Services	The lease is being negotiated and the PPO is due to be sent out for consultation. Installation of Electric Vehicle Charging Points now expected November 2019.	RS	05/08/19	Green	
- Working with relevant agencies to implement the powers contained in the Anti-	CP 19/20/13 - Make Craven's public spaces	Mar 2020 - Implement the Cleaner Neighbourhoods Action	Environmental Health	Greater emphasis is being placed on enforcement. New signage has been ordered to be placed in hot spots	WA	24/07/19	Green	



Social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour - Delivering the Craven Cleaner Neighbourhoods Strategy in order to reduce fly-tipping, littering and dog fouling	cleaner, safer and greener	Plan		where we've received information from residents of fly tipping and dog fouling. This new signage will be placed in these hot spots and camera equipment installed as appropriate. Actively working with Parish Councils and Council Members promoting what is being done including arranged 'walkabouts' to identify troublesome areas. Prosecutions continue for fly tipping with a number of cases pending prosecution.				
- Running and promoting the Craven Green Apple Award scheme	CP 19/20/14 - Acknowledge, reward and promote best environmental practice across businesses and the voluntary sector	May 2019 - Tree Planting ceremony with the Green Apple Award winners at Ormsgill Wood Wednesday 15th May May 2019 - Awards presented to the winners at the Full Council Meeting on the 21st May May/June 2019 - Press release distributed to local press to advise of the winners w/c 27th May	Property Services	Complete, all milestones achieved	RS	05/08/19	Green	


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

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual	
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	242	230 for CDC	58	85	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	476 kgs. Q1 estimated.	119	123	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	39.54%. Q1 estimated.	39.54%	40.57%	



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

Key Delivery Mechanisms	Action	Milestones	Service	Updater	Progress	Updated by	Date	Status	
Create a council that is financially viable without government grant and able to deliver the services its residents require									
<ul style="list-style-type: none"> - Reviewing and implementing the Council's Long Term Financial Strategy 2019/23 - Undertaking a budget consultation with residents and stakeholders - Responding to consultations and changes that affect Local Government and or the Council thus ensuring that our voice is heard - Influencing where possible changes that are outside of our control 	CP 19/20/15 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	Oct 2019 - LTFS Refreshed Strategy to 17 September Policy Committee or 29 October Policy Committee at latest Sept 2019 -2 Sept - 11 Oct 2019 - Budget Consultation with citizens, businesses & other interested parties issue Consultation by 2 Sept 2019 Nov 2019 - Presentation of analysis of budget consultation results to CLT Dec 2019 - Consultation outcome information appendix completed for budget report to Policy Committee 14 January 2020 As a minimum ensure that Council response submitted to consultation on Autumn Statement / Annual Settlement. Representation on focus and other interest groups - feed-back and update to Members where appropriate. Measurement through outcomes of improvements to the district that benefit our residents.	Financial Management	Richard Weigh	Updated LTFS will be presented to October Policy Committee. Q1 outturn will be presented to Policy Committee in September to confirm expenditure is in line with agreed policy and priorities. Budget consultation is scheduled for circulation by 20th September, allowing analysis in November to help inform the budget process for 20/21.	RW	07/08/19	Green	
<ul style="list-style-type: none"> - Ensuring that the council's Income and Savings plan is robust in order to meet the challenges going forward - Exploring and exploiting opportunities to the Council presented through devolution 	CP 19/20/16 - Improve the Council's commercial acumen and generate additional income	Quarterly reporting of value of savings/income of completed projects achieved in the year to Policy Committee CLT monthly review and challenge of projects Feedback from Leader of Council and Chief Executive on Devolution progress	Financial Management	Richard Weigh	Savings Plan is being reviewed and challenged by CLT. Q1 Outturn provides the opportunity for the CFO to review the Plan in detail and if necessary recommend revised	RW	07/08/19	Green	










					targets where appropriate.				
- Identifying opportunities within the Council's acquisition and regeneration investment strategy to acquire property assets to improve the financial sustainability and well-being of the district - Delivering a range of schemes through our Joint Venture Company to make best use of Council owned marginal land sites to support regeneration and growth across the District	CP 19/20/17 - Maximise the Council's assets for the long term sustainability of the Council and the District	May 2019 - Review of potential sites with recommendations submitted Ongoing - Take up of sites	Property Services	Stanislav Andryszewski	Review of small sites completed. These have now been referred to an external consultant who is charged with delivery of the programme. Large schemes remain with the joint venture partner. Harper Grove completed in June and all are sold. North Parade shared ownership due to go out to tender during August. Planning to be considered in August. Sept./Oct. start on site anticipated.	SA	06/08/19	Green	

Updaters:- Richard Weigh (RW), Stanislav Andryszewski (SA)

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,761,414	£5,767,796 / Q1 £5,942,484	5,942,484	5,642,441	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	38,000	£300,000	75,000	0	

Annex D – Council Plan Indicators

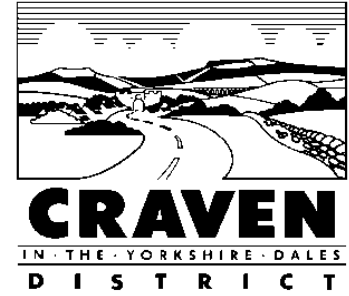
Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	17	3	
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	-6.5%	Context Indicator - no target set		-6.9%	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	25	26	
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set		72	
RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan	Collected annually		
RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)		Context Indicator - no target set	Collected annually		
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	242	230 for CDC	58	85	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	476 kgs. Q1 estimated.	119	123	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	39.54%. Q1 estimated.	39.54%	40.57%	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,761,414	£5,767,796 / Q1 £5,942,484	5,942,484	5,642,441	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	38,000	£300,000	75,000	0	

Annex E – Additional Information - Benefits and Planning Indicators

Reference	Name	2018/19 Actual	Annual Target 2019/20	Quarter 1 Target	Quarter 1 Actual	Quarter 1 Status)
FR 10.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	2,865	Context Indicator - no target set		2,865	
FR 11.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	6.0	6 days	6.1	4.2	
FR 12.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	20.5	22 days	22.0	21.1	
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	50.00%	60%	60.00%	84.62%	
RP 11 (NI 157b).Q	Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	55.47%	65%	65.00%	91.80%	
RP 12 (NI 157c).Q	Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	77.23%	80%	80.00%	98.98%	

Policy Committee – 17 September 2019

Resourcing of North Yorkshire Police, Fire and Crime Panel



Report of the Solicitor to the Council and Monitoring Officer

Lead Member – Internal Services, Councillor Linda Brockbank

Ward(s) affected: All

1. Purpose of Report

To consider the views of Policy Committee on proposals from North Yorkshire County Council for constituent Council's to provide an allowance for their Member of the North Yorkshire Police, Fire and Crime Panel. The report also presents options for contributing towards administrative support of the Panel.

2. Recommendations – Members of Policy Committee are recommended to:

Provide its views on proposals for resourcing of North Yorkshire Police, Fire and Crime Panel as follows:

- i) To consider providing a Member allowance for Craven District Council's Panel Member;
- ii) To consider options for contributing towards administrative support for the Panel.

3. Background

3.1 North Yorkshire County Council is the host authority for the North Yorkshire, Police Fire and Crime Panel. It provides officer support and resources to assist the Panel's scrutiny function, including:

- Panel secretariat support;
- Legal guidance;
- Communications support;
- Financial briefings on the Commissioner's budgetary papers and proposals; and
- Wider administration, such as printing and distribution of papers.

3.2 North Yorkshire County Council submitted a report to the Local Government North Yorkshire and York meeting on Friday, 28 June 2019 to seek a contribution towards back office costs, which was reported to be exceeding the annual grant from the Home Office. The report also sought to increase the remuneration of its participating members.

3.3 If fully implemented then the total cost of the recommendation for Craven District Council would be £2,390. This includes a member allowance of £1,697 plus a contribution towards administrative support of £693.

3.4 For comparison purposes, special responsibility allowances for Craven District Council are as follows:

(The amounts listed below to be paid in addition to the basic allowance. Members are entitled to claim only one special responsibility allowance.

Special responsibility allowances are valued as a quantum of the basic allowance. The special responsibility allowance will be the basic allowance multiplied by the quantum given as set out in the table below.)

	Number of Positions	Allowance £	Quantum of Basic Allowance
Basic	30	4300	
Leader of the Council and Chairman of Policy Committee	1	8170	1.9
Deputy Leader of the Council and Chairman of Policy	1	4300	1.0
Committee Chairman - Planning Standards, Select and Audit and Governance	4	2150	0.5
Committee Vice Chairman (as above)	4	430	0.1
Group Leader	4	860	0.2
Lead Members	4	1075	0.25

3.5 It should be noted that whilst most Council's supported the recommendations, two Council's, Richmondshire District Council and Ryedale District Council, indicated that they had concerns about the proposals and would seek further views from their Committees. The following concerns were identified:

- i) The level of remuneration being proposed was considered excessive when compared to other allowances; and
- ii) Action should be taken to either ensure that the government grant is adequate or the work being undertaken by the Panel should be tailored so it falls within the current grant application.

3.6 Following the concerns listed under 3.5 of the report, it was agreed at the

meeting to write to the Home Office to request additional funding. It was not considered possible to reduce the Panel's workload given the additional Fire and Rescue responsibilities that had been applied.

- 3.7 The views of Policy Committee are now sought on proposals for the resourcing of North Yorkshire Police, Fire and Crime Panel.

4. Implications

There are cost implications regarding the payment of a Member allowance and contribution towards administrative support.

5. Legal Implications

There are no legal implications arising from this report.

6. Contribution to Council Priorities

The work of Policy Committee contributes to Council priorities by aiming to improve services and add value.

7. Risk Management

There are no risk management issues associated with this report.

8. Equality Analysis

There are no direct implications arising from this report.

9. Consultations with Others

Chief Executive and Solicitor to the Council and Monitoring Officer.

10. Access to Information: Background Documents

There are no background documents.

11. Appendices

Appendix 1 – Report to Local Government North Yorkshire and York dated 28 June 2019 on Resourcing of the North Yorkshire Police, Fire and Crime Panel.

Appendix 2 – Breakdown of Police and Crime Expenditure (April 2017 – March 2018)

12. Author of the Report

Guy Close, Democratic Services Manager
Telephone: (01756) 706226 E-mail: gclose@cravendc.gov.uk

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

28 June 2019

Resourcing of the North Yorkshire Police, Fire and Crime Panel

1.0 Purpose of the Report

1.1 To ask the Leaders of LGNYY to:

- (a) consider providing for a Member allowance for their constituent Panel Member;
- (b) consider options for contributing towards support for the Panel.

2.0 Background

2.1 The North Yorkshire Police, Fire and Crime Panel (“the Panel”) is responsible for maintaining a regular check and balance on the performance of the Police, Fire and Crime Commissioner for North Yorkshire (“the Commissioner”). In particular, the Panel has a number of statutory functions to discharge in respect of this ‘support and challenge’ role, including:

- Reviewing and making recommendations on the Commissioner’s Police and Crime Plan and Fire and Rescue Plan;
- Reviewing the Commissioner’s proposals for the amount of Council Tax local people pay towards policing and fire and rescue services (“FRS”). It has the power to veto these proposals if the amount is considered inappropriate;
- Reviewing and making recommendations on senior appointments by the Commissioner, namely Chief Constable, Chief Fire Officer, Chief Executive, Chief Financial Officer and Deputy Police and Crime Commissioners. It has the power to veto recommended appointments for Chief Constable and Chief Fire Officer; and
- Considering non-criminal complaints received about the Commissioner and Deputy Commissioner.

2.2. The Panel is a joint committee of the nine local authorities in York and North Yorkshire, currently comprising 12 members which include:

- ten appointed (elected) Members (Councillors appointed by each of the local authorities with two Members representing City of York);
- two independent co-opted members (“Community Members”) - essentially volunteers appointed for a four-year term to support the Panel in discharging its remit.

3.0 Panel resources and remit

3.1 North Yorkshire County Council is the host authority for the Panel and as such provides officer support and resources in support of the Panel’s scrutiny function, including:

- the Panel Secretariat support;
- legal guidance;

- communications support;
 - financial briefings on the Commissioner's budgetary papers and proposals; and
 - wider administration such as printing and distribution of papers.
- 3.2 The Panel is currently provided with an annual grant of from the Home Office in the sum of **£66,180** to provide for the above costs and also to provide for:
- expenses of the Community Members;
 - Chair/Vice Chair allowances;
 - Panel member training and development (including attendance at conferences)
 - membership of Panel networks and the national representative association.
- 3.3 The Home Office grant was increased by way of a one-off uplift for the 2018/19 financial year for those Panels, such as North Yorkshire, which have taken on a wider scrutiny remit due to their Commissioner taking on oversight and governance of local fire and rescue services (FRS). The amount that the Panel is eligible to claim for 2018/19 has therefore been increased by £4,441 to take account of this transitional period. However, the Home Office does not currently have any plans to permanently increase the annual grant for Panels in these circumstances.
- 3.4 Each consecutive year the County Council claims back the full grant payable in respect of support to the Panel and there is also considerable recurring overspend which is absorbed by the County Council. An audit exercise is undertaken internally when providing grant reports back to the Home Office, to get an indication of the cost of support provided by the County Council. In 2017/18 for example, this amounted to an estimated **£10,500** spent by the County Council to meet the support needs of the Panel over and above the grant provision. With the one-off uplift in 2018/19 this was reduced to around **£9,400**. This illustrates a recurring (estimated) cost which the County Council is currently having to fund 'in kind' through officer support. As such, the majority of the Home Office grant – plus overspend – is for officer support, as outlined in 3.1. As part of the grant conditions, Panel expenditure of the grant has to be published and the 2017/18 grant return is available at <http://nypartnerships.org.uk/pcp>
- 3.5 In addition, the County Council previously paid **£9,924** in Special Responsibility Allowances to the Panel Chair, Vice Chairs (x 2) and the Co-opted Independent Members (x 2). In addition to the overspend subsumed by the County Council on officer support, this equates to around **£20,000** paid by the County Council annually towards the functioning of the Panel.
- 3.6 Previously no general allowance was paid to the appointed (elected) Members sitting on the Panel as they already receive a basic allowance as a Councillor from their own local authority scheme. Additionally, their travel and subsistence expenses incurred on Panel business are paid through the constituent local authority. The Home Office grant is used to pay for admission to conferences and events on behalf of the Panel.
- 3.7 A Special Responsibility Allowance was previously paid to the Panel Chair and its two Vice Chairs, equivalent to 3 units and 1 unit of responsibility respectively from NYCC's own Members scheme (£4,962 and £1,654). This was because it was deemed that the responsibility and commitment for these particular elected Members was analogous to that required of the Chair and Vice Chair to a Scrutiny Committee at NYCC.
- 3.8 In 2017 it was agreed that an allowance would be payable to the Panel's two Community Members due to the increasing commitment required and the complexity

of the role. This was set at half a unit (£827 for 2018/19), with the aim of going some way to acknowledging the contribution of these members on the Panel.

4.0 Impact of changes since 2016 and increasing remit

- 4.1 The commitment required of the Panel members since its inception in 2012 has increased considerably. Originally, it was anticipated that the Panel would need no more than 5 or 6 scheduled meetings per year and the work programme focussed principally on the key legal requirements, with meetings lasting around two hours.
- 4.2 However, as the Commissioner is particularly proactive in taking forward her brief and in seeking opportunities for undertaking new initiatives, so has the Panel's workload been commensurately increasing in order to try to maintain robust scrutiny. For example, the North Yorkshire Commissioner is the only Commissioner in the country who has not only taken on governance of the FRS but is also seeking to take on the majority of handling of police complaints under new legislation in the next year. Additionally, in the last couple of years, it has become clear that particular issues are beginning to dominate public concern, such as the deterioration of the 101 non-emergency service, and have required further proactive scrutiny. As such, the Panel agreed in 2016 to not only increase its formal meeting schedule but also to provide for more in-depth reviews of specific issues outside of Panel meetings.
- 4.3 Scheduled meetings subsequently increased to 7 or 8 per year, not including exceptional meetings called, such as for confirmation hearings. In 2018, for example, the Panel **met formally on 9 occasions**; as a parallel example this would be almost double that scheduled for the overview and scrutiny committees of the County Council. A number of thematic sub groups have been formed since that time on issues such as finance, the 101 service and cybercrime. These meet typically no more than two or three times a year consisting of three or four members with an interest in those topics. These groups have contributed to better quality of enquiry at Panel meetings and a better understanding of the Commissioner's broad portfolio of work.
- 4.4 Additionally, with the Commissioner taking on oversight and governance of the FRS in November 2018, the Panel has extended its meeting time to around three hours, with a break. When a pre-meeting for preparation purposes is added, along with a de-briefing meeting for the Panel, this equates to a full day out of the diary with travel.
- 4.5 In recent months, the Panel's legal remit around the consideration of non-criminal complaints made against the Commissioner has also increased the workload exponentially for a small number of Panel members who have undertaken to discharge this role on behalf of the Panel. While complaints workload cannot be forecast, as the Commissioner is intending to take on the handling of the majority of police complaints in the next year following legislative changes which enable this, the Panel foresees that this will impact on its own handling of complaints.
- 4.6 The increase in commitment required of Panel members has led to difficulties in routinely securing high levels of attendance at Panel meetings in recent months. One meeting in the autumn of 2018 was cancelled due to the Panel being inquorate and as such the Panel has also recently agreed to reduce its quorum requirement in order to ensure that a meeting could still go ahead. It is considered that while provision of an allowance for members should not be a key motivation in taking a seat on the Panel it is important to acknowledge the level of commitment required and that one way this could be done is through a discrete allowances scheme.
- 4.7 This significant increase in workload for the Panel has also had an attendant impact on the officer support required from NYCC. At the inception of the Panel, the

Secretariat hours were forecast to require 0.5 FTE and this was allocated from the Home Office grant. However, the current officer provides 0.8 FTE and, following the expansion of the Panel's scrutiny remit and increase in complaints handling work, further ad-hoc support has been drafted in from other officers to ensure things like the sub-groups continue to be adequately supported over and above these hours. As highlighted at 3.4/3.5, NYCC annually subsumes costs incurred as a result of providing administration support and guidance to the Panel; roughly around £10,000 as an estimate. If the Panel is to continue to be well supported it is anticipated that additional (sustainable) funding will be required to support this work.

- 4.8 As the majority of the Home Office grant is directed towards staff support for the Panel, there is little scope for the Panel to undertake any training or development, including attendance at Panel network events. With the expanded scrutiny remit, it would be helpful for the Panel to be able to draw from a discrete training budget annually to ensure new Members receive a thorough induction and that existing members are supported in their development on the Panel.

5.0 Recommendations of the NYCC IRP

- 5.1 In view of the above increase to the Panel's remit and responsibilities, the NYCC Independent Remuneration Panel ("the IRP") undertook to review the allowances scheme for the Panel towards the end of 2018 at the request of the Panel members. This included seeking written representations from those currently receiving an allowance and also hearing evidence from officers and Members of the Panel in November 2018.

- 5.2 Following this review, the IRP has published a number of recommendations linked to its findings and these were agreed by a full meeting of the County Council on 20th February 2019 (see <http://democracy.northyorks.gov.uk/committees.aspx?commid=17&meetid=3772> for full report). These are outlined below. In making these recommendations, the IRP has acknowledged that "at this stage it is hard to envisage exactly how much additional work is required of the new Panel and this will be kept under review." However, the IRP has made the recommendations for increases based on the existing demands of the roles undertaken.

- Chair's allowance to increase from 3 to 5 units (to £8,485)
- Vice Chairs' allowance to increase from 1 to 2 units (to £3,394)
- Community Co-opted members' allowance to increase from 0.5 to 1 unit (to £1,697)
- **All other Panel members to receive an allowance of 1 unit - £1,697 payable to all Members.**

- 5.3 The overall annual cost increase of the IRP's recommendations for the Panel on NYCC Special Responsibility Allowances would be **£20,622 (£30,546 to be paid by the County Council for allowances overall)**. The IRP has therefore advised that "whilst not directly within our remit, we acknowledge the potential concerns for North Yorkshire County Council taxpayers if the costs fall on the County Council's budget as lead authority to subsidise the work of the Panel beyond the level of this grant. It may be felt that seeking a contribution from other constituent authorities would be an appropriate way forward."

Items for consideration

6.0 Provision of a Member Allowance

- 6.1 The constituent authorities to the Panel are asked to consider provision of an allowance to their Member on the Panel, in line with the recommendations of the NYCC IRP. It is not considered equitable for the County Council to pay allowances for all of the constituent authorities and therefore it is proposed that if an allowance is to be paid for the constituent authority member, that funding should be sought by the relevant Authority.
- 6.2 While Home Office guidance outlines that Member allowances can be payable from the grant, guidance on this point is also clear that such payments must be kept within the amount of grant provided. Home Office guidance also indicates that Panels must ensure that payment of allowances does not financially restrict their ability to deploy the grant for its main purpose; namely effective local scrutiny of Commissioners. If the current £66k grant were to be deployed for payment of all allowances, the Panel would be left with only £35k to discharge its role effectively which, with the current requirements, would be inadequate.
- 6.2 Following the IRP recommendations a single unit of allowance would be payable to all Members, equating to **£1,697** to each Member for 2019/20. For City of York Council, which has two seats, this would therefore constitute **£3,394** in total per annum, plus an additional allowance for the vice-chair. These allowances could either be paid directly from the local authority to its Member (subject to their own rules and consideration by their IRP), or this could be paid to NYCC and then re-directed through NYCC's payroll, as the authority determines. It is noted that there are special responsibility allowances to be paid for the Chair and Vice-chair, and again it is proposed that contributions for these payments should be made by the relevant constituent authority on the basis that the County Council should not have to find funding for these roles out of its own budget.
- 6.3 Without the above provision for an allowance by the constituent authorities, NYCC will be unable to pay an allowance in line with the IRP recommendations. The total cost of paying for allowances is £30,622. It is envisaged with the current Chairs and Vice-Chairs that the contributions should be as follows (with the same principles being applied if the Chair and Vice-Chairs are appointed from different authorities):

Local authority	Requested Contribution for Members Allowance from constituent Authority
North Yorkshire County Council	£8,485 (Chair) £3,394 (for the combined two Community Panel Members)
City of York Council	£3,394 (Vice Chair) + £1,697 (Panel Member)
Craven District Council	£1,697 (Panel Member)
Hambleton District Council	£3,394 (Vice Chair)
Harrogate Borough Council	£1,697 (Panel Member)
Richmondshire District Council	£1,697 (Panel Member)
Ryedale District Council	£1,697 (Panel Member)
Scarborough Borough Council	£1,697 (Panel Member)
Selby District Council	£1,697 (Panel Member)

7.0 Option for a contribution to support the staff resourcing of the Panel

- 7.1 In addition to consideration around the provision of a Member allowance and in view of the increased responsibilities for the Panel and its supporting officers, the Panel would like to ask the Leaders of the constituent authorities to consider contributing towards supporting the resourcing of the Panel.
- 7.2 The potential contributions from the constituent authorities below have been calculated using the funding formula agreed by the constituent authorities in 2012. The Panel Arrangements envisage that such costs are divided between York and North Yorkshire on the basis of population (roughly 25% and 75%) and further that the County Council would pay 50% of the North Yorkshire share and the other 50% is divided amongst the district councils on the basis of their population.

Contribution towards additional officer support and training/development for Panel - £20,000

- 7.3 Based on the current requirements, the Panel requires an additional £20,000 per annum to ensure sustainable and effective support. This would provide for:

- (a) 0.5 FTE additional Panel support with on-costs – c£18,000 (pro rata)
(c) a discrete training and development budget for the Panel - £2000

TOTAL = £20,000

- 7.4 If a contribution at this level were to be agreed then, applying the funding formula as outlined at 7.2, the individual contributions would be as follows:

Local authority	Recommended contribution (£)
North Yorkshire County Council	7,500
City of York Council	5,000
Craven District Council	693
Hambleton District Council	1115
Harrogate Borough Council	1966
Richmondshire District Council	663
Ryedale District Council	663
Scarborough Borough Council	1330
Selby District Council	1070
TOTAL	20,000

8.0 Recommendation

- 8.1 That Leaders consider:

- (a) the provision of an allowance to their constituent Panel Member;
(b) an annual contribution to the resourcing (staffing and development) of the Panel as outlined in section 7.

Councillor Carl Les

Chair

North Yorkshire Police, Fire and Crime Panel

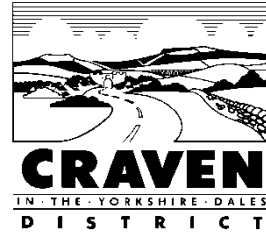
19th June 2019

**Police and Crime Panel Expenditure
April 2017 to March 2018**

North Yorkshire County Council acts as host authority to the North Yorkshire Police and Crime Panel and as such received £66,180 in grant from the Home Office for the 2017/18 financial year to be able to support the Panel. A breakdown of how the grant was used in this period is outlined below.

Item	Amount spent (£)
Support given to the Panel (staffing) from within North Yorkshire County Council, including: <ul style="list-style-type: none"> - Secretariat and complaints processing - Legal guidance - NYCC Finance team support - Communications (inc web sites, press releases, etc) - Democratic Services support 	54,947.91
Other costs and expenses, including: <ul style="list-style-type: none"> - Panel training and development - Printing costs - Membership subscriptions 	1,385.82
Panel Member expenses	9,846.27
Total	66,180

Policy Committee – 17th September 2019



Funding for Craven Rough Sleeper Services.

Report of the Director of Services

Lead Member: Richard Foster

Ward(s) affected: All

1. Purpose of Report:

To seek member approval for the Council to award revenue funding to Horton Housing for the purpose of providing services to Rough Sleepers in Craven.

2. Recommendations – Members are recommended to:

- 2.1 Agree to award £110,000 to Horton Housing to extend the current contract for a further 15 months for the provision of services to Rough Sleepers from the 1st November 2019.
- 2.2 Agree that £110,000 from the Council's existing Housing MHCLG ring-fenced funding budget for Homeless Prevention be made available to fund the extension of contract for the existing Rough Sleeper provision.

3. Introduction

- 3.1 The Council has various statutory duties towards the homeless. The recommendations contained within this report support the delivery of these duties and form a key priority within the Council's emerging homelessness and rough sleeping strategy.
- 3.2 The report explains the background to this recommendation and sets out the implications for the Council.

4. Background & Issues

- 4.1 Horton Housing currently provide services to Rough Sleepers and those at risk of rough sleeping via the Homeless Hub, located at Pinder House in Skipton. The services provided are:
 - a) 10 units of supported housing
 - b) Out reach services

- c) Programme of day activities e.g. drug and alcohol support, developing independent living skills.
- 4.2 The service was provided in response to the increasing number of people sleeping rough in the streets of Craven, a trend which continues. Whilst exact figures can't be given on the number of rough sleepers in the district for a given year, it is possible to give information from the annual Rough Sleeper Count over a number of years. This is a snapshot of information collected at a given day in the year.
- 4.3 The information dating back from 2011 would suggest a small increase in the count numbers, the number increasing between 2011 and 2016 from 1 to 3. The rough sleeper count between 2017 and 2018 would seem to have stabilised with the count decreasing to 2 but any rough sleeper is not acceptable. Most of the rough sleepers have complex needs around offending, drug and alcohol misuse, mental health and a history of failed tenancies and evictions from both general needs and existing supported housing. In short, there was nowhere for them to go and it was clear that we needed a dedicated resource that could meet the needs of this client group.
- 4.4 The Council successfully made a bid to the MHCLG Rough Sleeper Fund in 2016 and were awarded £162,000. The key objective of the funding was to ensure that people have a safe place to stay while services work with them to resolve their homelessness crisis.
- 4.5 The Council entered into a contract with Horton Housing as the delivery partner for the project, on the basis that they were the sole provider with the resources to purchase a "HUB" building (the now Pinder House) within the given timeframe of the funding period and experience and expertise as an organisation of supporting this particular client group.
- 4.5 Horton receive an income from Housing Benefit in respect of the 10 units of supported accommodation but this does not cover the cost of the support staff as these costs are ineligible for Housing Benefit. The £162,000 grant the Council received from MHCLG funds the staffing element and equates to £6,000 per month.
- 4.6 The contract with Horton commenced on the 1st August 2017 and terminates on the 31st October 2019.
- 4.7 The Council and Horton have been exploring other funding opportunities for several months but have so far been unsuccessful. MHCLG have indicated that no further grant allocations will be forthcoming until the Comprehensive Spending Review has been concluded in the Autumn. A private individual has also expressed an interest in providing long term revenue funding to Horton Housing however we are yet to reach a conclusion in this matter.
- 4.8 The current position is that unless the Council extends the contract and provides additional funding then the service will need to terminate on the 31st October 2019. Such a termination of service will leave those homeless as a result of them rough

sleeping with no adequate support and further mean will not meet our statutory obligations with regard to rough sleeping.

- 4.9 The Council has £138,009 of Homeless Prevention ring-fenced funding received from MHCLG and it is now proposed that £110,000 of this funding be used to maintain the existing Rough Sleeper provision at Pinder House.
- 4.10 Horton have indicated that £110,000 would enable them to continue to provide services at Pinder House for a period of 15 months, which equates to £7,333 per month. The reason for the increase is that the £6,000 we currently provide does not include the salary costs of the Rough Sleeper Hub Manager. They are funded from the Homeless Prevention Service that Horton provide on behalf of North Yorkshire County Council, however that service will end on the 31st September 2019.

We are currently waiting on a detailed breakdown from Horton as to how the money will be spent, however it will be support staffing costs.

- 4.11 The Council and Horton will continue to explore all funding opportunities during this 15 month period. We acknowledge that there is a risk that no funding will be found and the scheme may still close, however we believe that £110,000 still represents good Value for Money to the Council as it will prevent the homelessness of at least 10 rough sleepers, and support 50 additional households with complex needs that are at high risk of becoming homeless and rough sleeping.
- 4.12 Should Members approve the recommendations as outlined in paragraph 2 above it will be necessary to apply for an exemption under the Contract Procedure Rules to maintain continuity of service with the existing provider Horton Housing.

5.0 Consultation

Director of Services, Chief Finance Officer, Solicitor to the Council & Monitoring Officer

6.0 Implications

(a) Policy

The continued provision of Pinder House is a core action of the Councils emerging Homelessness and Rough Sleeping Strategy and supports legal obligations around the prevention and relief of homelessness.

(b) Financial

All of the monies that has been identified in this report for repurposing are ring-fenced grants that have been received from MHCLG over a number of years for the purposes of preventing homelessness. There is currently £138,009 of such funding in the Housing revenue budget as of Quarter 1, there is sufficient finance available from this fund to meet the £110,000 requirement for the contract extension.

c) Legal

We have a statutory duty to prevent and relieve homelessness under the Housing Act 1996. Pinder House provides accommodation and support to the most vulnerable homeless people and no alternative comparable service is available in Craven.

7. Contribution to Council Priorities:

“RESILIENT COMMUNITIES - creating sustainable communities across Craven”. One of our objectives is to reduce health and wellbeing priorities, which we have said we will do by “Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough”

8. Equality Analysis:

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 ; sexual orientation, or rural isolation.

9. Consultations with Others: Financial Services, Legal Services, Horton Housing**10. Access to Information : Background Documents:**

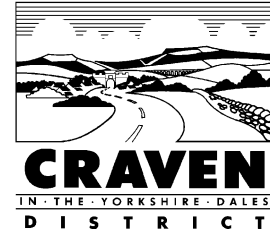
None

11. Author of the Report:

Claire Willoughby, Housing Options Manager
01756 706466
Email: cwilloughby@cravenc.gov.uk

12. Appendices: None.

Policy Committee – 17th September 2019



Amendments For Electric Vehicle Charging Points Introduction

Report of the Director of Services

Lead Member Cllr Lis

Ward(s) affected: All

1. **Purpose of Report** – To seek approval to amend the location of the electric vehicle charging bays and wording to draft Parking Places Amendment Order.
2. **Recommendations** – Members are recommended to:
 - 2.1 Approve the revised location of the two electric vehicle charging points at High Street Car Park, Skipton.
 - 2.2 Approve the revised wording to the Parking Places Order to ensure clarity over the charges applicable on the electric vehicle charging bays.
3. **Background**
 - 3.1 On 5th March 2019, the Policy Committee resolved to implement two electric vehicle charging points in High Street Car Park, Skipton, based on the outcome of the procurement process undertaken including the location of the bays.
4. **Electric Vehicle Charging Points**
 - 4.1 Following an indepth survey of the car park and available power supply, it was found that the electric vehicle charging bays need to be relocated within the car park to ensure viability. The revised locations are indicated on the plan attached at Appendix A.
 - 4.2 In the report of 5th March 2019 to Policy Committee, members were provided with the draft Parking Places Amendment Order. Within the document, it made reference to the charges which shall apply the same way to an electric Vehicle Parking Bay as they do to any other Parking Bay specified within the Order.
 - 4.3 It has always been the intention that users of the electric vehicle charging bays are given up to a maximum stay of one hour with no pay and display fee applicable whilst they pay for their vehicle to be charged. Any vehicle which stays over one hour will be subject to a Penalty Charge Notice. However the wording in the draft

amendment order reported to Policy Committee on 5th March left some ambiguity, the revised wording is attached at Appendix B.

4. **Implications**

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

The provision of the Electric Vehicle Charging Points shall have a financial implication for the Council as follows:

Item	Cost Est. (£)
Re-provision of 2 disabled parking bays within High Street car park	£295.00
Advertisements required for publishing the Parking Places Order Variations	£1,000.00
Legal/ administrative costs for processing PPO amendments	£950.00
Total Cost Estimate	£2,245.00

In terms of impact on income it is difficult to provide a quantified formula, however, based on the current usage trends for the High Street car park there is an average 80% usage of the spaces on a daily basis and therefore the usage of 2 spaces as electric vehicle charging points will have minimal impact on income as space will still be available for general users.

4.2 **Legal Implications** - The Council is required to follow the statutory process to amend the Parking Places Order and to consider any objections that are made once the proposed amendments are published

4.3 **Contribution to Council Priorities** – The approach supports the corporate priority of Enterprising Craven in that the charging points can be expected to stimulate economic growth in the long term. It also supports the priority of Resilient Communities through creating greener communities.

4.4 **Risk Management** – By choosing to adopt a model whereby a private sector company make the financial investment, undertake all installation requirements and management of the service the Council has significantly reduced any risk factors for itself

5. **Consultations with Others** – Legal Officer, Parking Manager

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

Policy Committee Report 24th July 2018 Electric Vehicle Charging Points within Craven District

Policy Committee Report 5th March 2019 Introduction of Electric Vehicle Charging Points

7. **Author of the Report** – *Rachel Sewell - Projects Manager; telephone 01756 706439; e-mail: RSewell@cravenc.gov.uk*

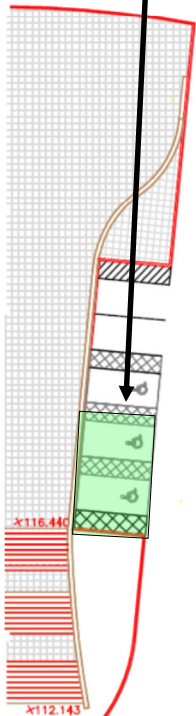
Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

8. **Appendices**

Appendix A – Space Location Car Park Plan

Appendix B – Draft Parking Places Amendment Order

Proposed Electric Vehicle Charging Point



Relocated Disabled Parking Bay



Craven District Council (Off-Street Parking Places) and Consolidation (Amendment) (Electric Vehicle Charging Points) Order 2019.

Craven District Council (hereinafter called 'the Council') in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ('the 1984 Act') (as amended) and the Traffic Management Act 2004 and of all other enabling powers, with the consent of North Yorkshire County Council in accordance with section 39(3) of the 1984 Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the 1984 Act hereby makes the following Order:-

Citation and Commencement

1. The order may be cited as The Craven District Council (Off-Street Parking Places) and Consolidation (Amendment) (Electric Vehicle Charging Points) Order 2019 and shall come into effect on 2019.

Interpretation

2. Any reference in this order to any enactment shall be construed as a reference to that enactment as amended by any subsequent enactment.

3. The Interpretation Act 1978 shall apply to the interpretation of this order as it applies to an Act of Parliament.

Amendments

4. The order specified in the Schedule hereto shall have effect subject to amendments specified in that Schedule in respect of electric vehicle charging points.

**THE COMMON SEAL of
Craven District Council was
hereunto affixed the
day of 2019**

In the presence of

Chief Executive

SCHEDULE – Amendments

Electric Vehicle Charging Points

Name of Order to be Amended

The Craven District Council (Off Street Parking Places) and Consolidation Order 2017 ('the Order')

Extent of Amendments

In Article 2 of the Order insert the following definitions after the definition of 'Driver' each expression having the meaning assigned to it:-

'Electric Vehicle' means any vehicle as herein defined which is propelled entirely or partially by electricity and is capable of being charged from an external source.

'Electric Vehicle Charging Point' means an installation adjacent to an Electric Vehicle Parking Bay for the purpose of recharging the batteries of an Electric Vehicle by way of connecting leads.

'Electric Vehicle Parking Bay' means an area of the car park provided solely for recharging the battery of an Electric Vehicle by means of an Electric Vehicle Charging Point and defined as such by a sign surface marking or other indication as shown on Plan 1.

'Electric Vehicle Parking Bays' means provision of more than one Electric Parking Bay as so specified

In Article 4 of the Order the following paragraphs shall be inserted so as to be read at the end of Article 4:-

No vehicle other than an Electric Vehicle which is connected via a connecting lead to an Electric Vehicle Charging Point and is being charged shall be left in an Electric Vehicle Parking Bay.

An Electric Vehicle shall only be left in an Electric Vehicle Parking Bay for the period required to charge the battery of the Electric Vehicle up to a maximum stay of one hour.

Schedule 1 of the Order shall be amended so as to include two Electric Vehicle Parking Bays in the Parking Place as set out below:-

Name of Parking Place

1. High Street Car Park Skipton

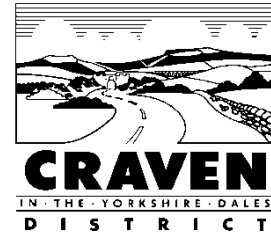
The initial charges set out in Schedule 2 to the Order shall not apply to an Electric Vehicle parked in an Electric Vehicle Parking Bay and which is connected via a connecting lead to an Electric Vehicle Charging Point and is being charged

From the date of this order the two bays marked on Plan 1 shall operate as Disabled Parking Bays and shall operate as such in accordance with the Order

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Policy Committee – 17 September 2019

Tree Planting on Craven District Council Owned Land



Report of the Director of Services

Lead Member – Cllr Carl Lis

Wards affected: Skipton Wards

1. Purpose of Report

- 1.1 To seek approval to release three areas of land for the purposes of tree planting in Skipton and to apply for funding from the Northern Forest Fund. The three sites are land off Shortbank Road, Aireville Park and land off Gargrave Road.

Recommendations

- 2.1 Approve release of sites AS015, AS016, AS288, AS076, AS473, AS475 for the partial planting of trees in line with the outline in Annex A.
- 2.2 Approve the funding application to the Northern Forest Fund for £40,000.

3. Background

- 3.1 In response to the Climate Emergency declared by Craven District Council on the 6th August 2019, an assessment of Craven District Council land holdings is being made to identify suitable land for tree planting. An essential component of tackling climate change is the requirement to drawdown carbon and the simplest way is through the planting of trees.
- 3.2 The first three sites have been identified as suitable for partial tree planting and these are land off Gargrave Road, Aireville Park and land off Shortbank Road. Plans of the sites and a description of the likely planting regime are in Annex A. These first three sites have been brought forward in order to take advantage of the available funding and also to be ready for the tree planting season from October to March.
- 3.4 Further Craven District Council sites are being reviewed for their suitability and if any are identified for full or partial use then they will come to a future Policy Committee for consideration. We are also aiding other landowners to identify land that could be suitable for tree planting and make the relevant funding submissions including private businesses and parish councils.
- 3.5 There are a number of interconnected woodland related plans that are being

AGENDA ITEM 12

advanced by national and regional organisations that affect Craven. These are being coordinated by the Craven White Rose Forest Group which is a sub-group of the wider Leeds City Region White Rose Forest Partnership. Craven is important for a location of future tree planting because it is the source of much of the flooding that affects Leeds and Bradford but also because Craven has a very low level of tree coverage at only 5% of land area compared to a UK average of 12%. Table 1 below shows that Craven has significantly lower tree coverage than any other district in the Leeds City Region

Table 1: Tree coverage by District in the Leeds City Region

District	District Area (hectares)	Tree Cover (hectares)	
Barnsley	32905	5,416	16.5%
Bradford	36642	4,647	12.7%
Calderdale	36392	4,336	11.9%
Kirklees	40860	6,199	15.2%
Leeds	55172	9,468	17.2%
Wakefield	33861	4,778	14.1%
York	27201	2,926	10.8%
Craven	117881	6,327	5.4%
Harrogate	130913	13,797	10.5%
Selby	60222	5,988	9.9%
Leeds City Region	572050	63,882	11.2%

- 3.6 It is estimated by the White Rose Forest that in the River Aire catchment within Craven, 2,000,000 trees are required to significantly slow the flow of flood water into the River Aire and this gives some indication of the level of ambition. The Government's Committee on Climate Change has identified a need to plant up to 3 billion trees across the UK by 2050. In Craven, based only on land mass, this equates to 14.5m trees but it is important to note that even this high level of tree planting is insufficient for Craven to achieve the United Kingdom average for tree cover.
- 3.7 We estimate that the planting regime for the three sites will involve 7,270 whips, 112 standards and 930m of protective fencing. The funding will also include tree stakes, rabbit guards and mesh protection for standards.

4. Funding

- 4.1 There are several funding streams that have been created that support tree planting in Craven. These include the Northern Forest, Leeds Flood Alleviation Scheme 2, and the Rivers Aire and Calder Flood Alleviation Growth Deal. We have been advised by the White Rose Forest Partnership that the Northern Forest fund best meets our requirements for funding.
- 4.2 The deadline for the Northern Forest Fund was by the 22nd August 2019 so we have made a request for £40,000 in anticipation of approval of this report. The

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fund provides an average of £7 per tree and this allows a mixture of low cost whips and higher cost standard trees.

- 4.3 The delivery of these schemes will deliver essential components of the much wider Skipton Employment and Housing Growth project developed by the Economic Development Team to reduce flooding for businesses along Engine Shed Lane and Ings Lane. The plans for Aireville Park and sites off Gargrave Road are based on work by Bowland Ecology and JBA to improve the bio diversity of the area and provide the necessary flood protection.

5. Delivery

- 5.1 We are working in association with the Forest of Bradford who will support with both the design and the planting of the schemes. The Forest of Bradford has 20 years' experience of creating new woodland in Bradford and Craven. They have quoted £1 per tree (a whip) for planting which will include 2 years of herbicide application for weed prevention to get the trees established. This has been included in the preliminary grant application for £40,000.
- 5.2 Although the Forest of Bradford will provide the first two years of maintenance until the trees are established, there will be a requirement for woodland management in future decades but this will be addressed as part of future estates management work programme.

6. Implications

Financial Implications

- 6.1 If successful with the funding bid to the Northern Forest Fund, a supplementary estimate of £40,000 is required. This fund does not require any match funding.

Legal Implications

- 6.2 If we are successful in securing funding from the Northern Forest, Craven District Council will be required to enter into a funding agreement to receive the funding.
- 6.3 There are currently grazing licenses in place for each of these sites, so in order for the work to commence the license holder will be informed about the planned work and their agreement will be sought in line with the terms of that license.

7. Contributions to Corporate Priorities

The proposals in this report support the Council priority of "Greener Craven" and in response the declaration of a Climate Emergency.

8. Risk Management

AGENDA ITEM 12

8.1 There are no risks arising from this project.

9. Consultation with Others

Assets and Property Team

10. Appendices

Appendix A – Indicative Tree Planting Schemes on CDC Sites

11. Author of the Report

David Smurthwaite, Strategic Manager, Planning and Regeneration
dsmurthwaite@[cravendc.gov.uk](mailto:dsmurthwaite@cravendc.gov.uk) 01756 706409

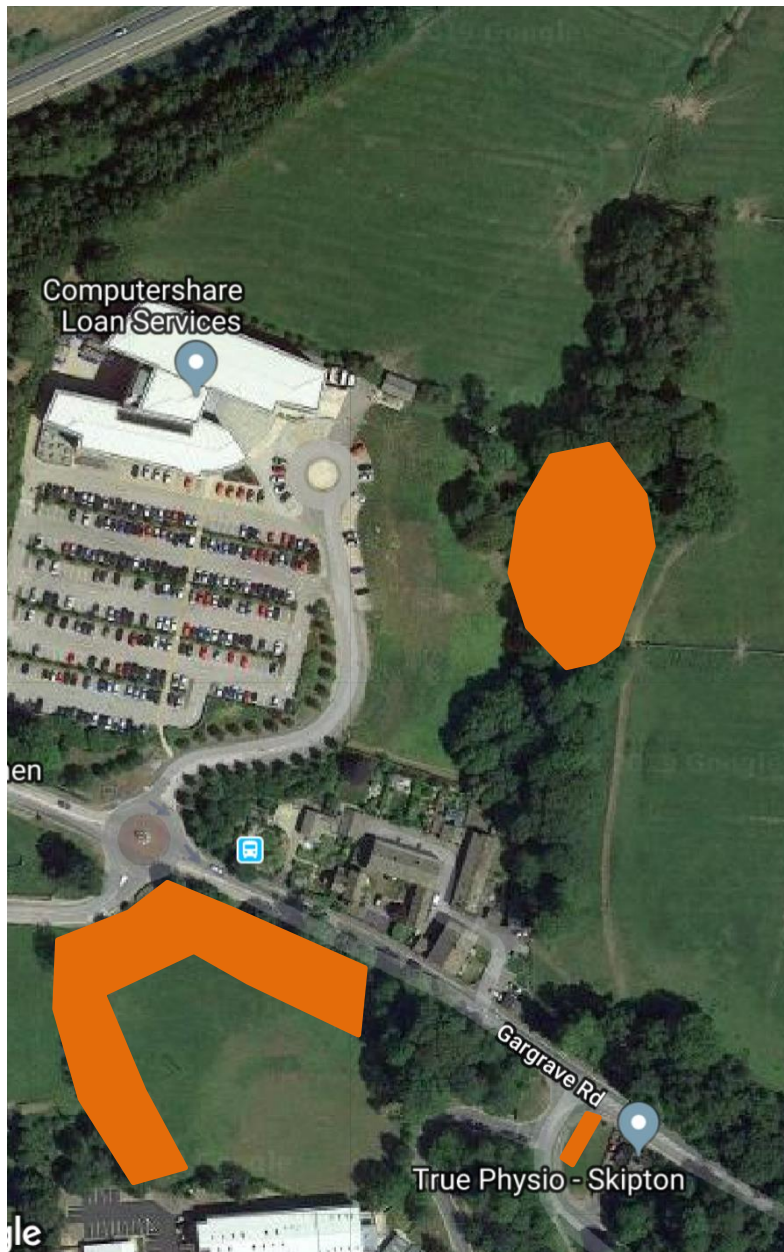
AGENDA ITEM 12

Annex A

Indicative Tree Planting Schemes on CDC Sites

Gargrave Road - AS475

Description - Sloping site with difficult access from Gargrave Road or the road to the Auction Mart. Best access and use may be by the College so proposal is a band of trees on three sides that would not hinder its limited future development potential. The planting also incorporates additional tree cover along Gallow Syke as part of the flood defences for Engine Shed Lane and Ings Lane. The planting will include mixed hedging, standard trees to the front and the rest to be filled with whips.



AGENDA ITEM 12

Aireville Park – AS015, AS016, AS228

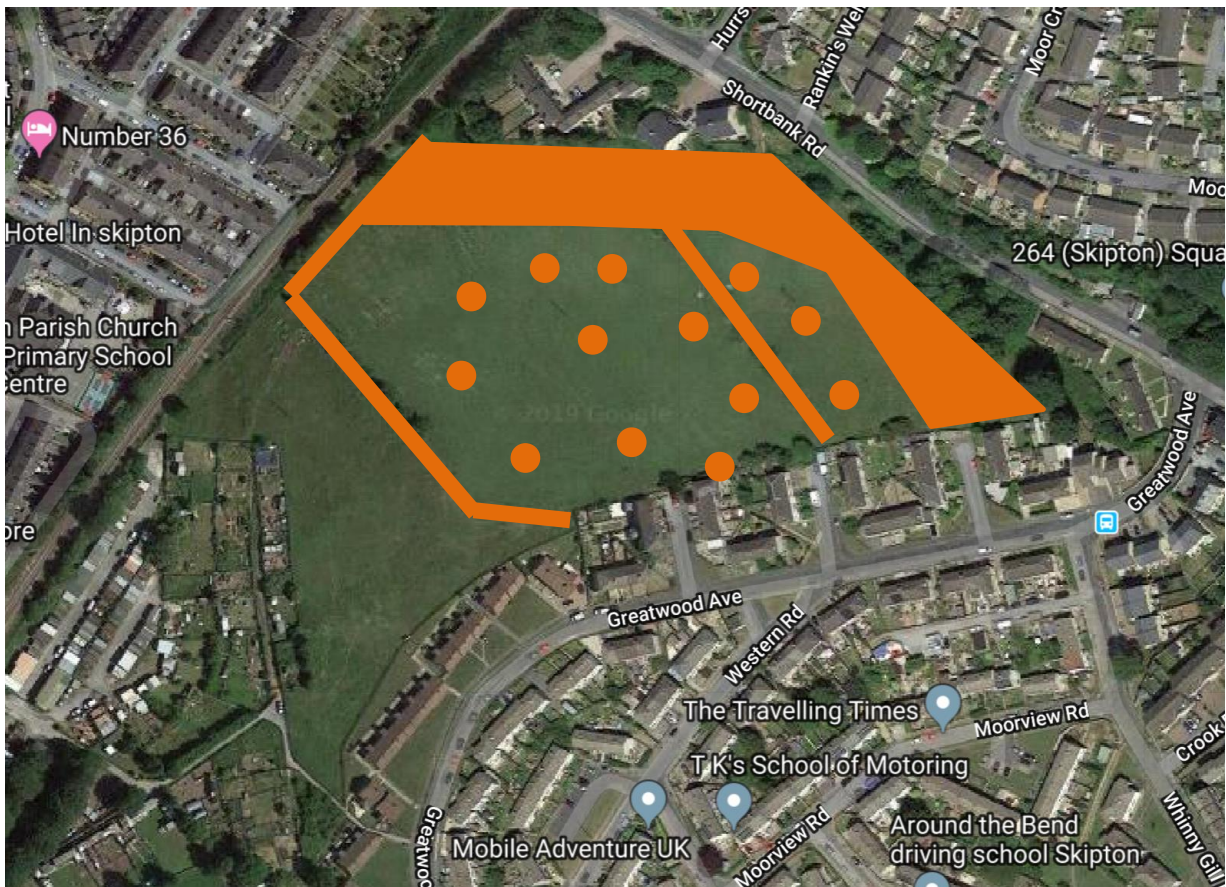
Description – Aireville Park has a mixture of woodland, grass parkland and some adjoining farmland. Over the years mature trees have been removed along the main pedestrian routes creating clear gaps. The new planting will incorporate additional tree cover along Gallow Syke as part of the flood defences for Engine Shed Lane and Ings Lane. The planting will create an avenue of trees along the main routes, extend existing woodland, including along the canal and in areas prone to flooding, with whips and create a band of woodland around the boundaries of the farmland.



AGENDA ITEM 12

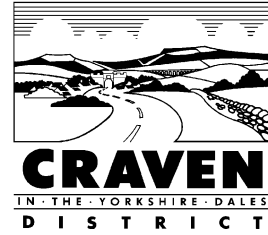
Shortbank Road - AS076

Description – This field is steeply sloping and so does not have any development potential. It is sited between the Greatwood area of Skipton and the Skipton to Threshfield rail line and it is currently used for grazing. It is the intention of the scheme to maintain this use. The planting will be a mixture of park land style standard trees that allow grazing to continue and bands of trees around the perimeter of the fields and along the beck.



Policy Committee – 17th September 2019

SKIPTON GATEWAY – CREATING AN ACTIVE AND SUSTAINABLE TRAVEL CORRIDOR



Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: Skipton – All Wards

1. Purpose of Report –

To seek Member approval for the continued development of a package of schemes to improve local accessibility from Skipton Railway Station, and to work in partnership with North Yorkshire County Council and the West Yorkshire Combined Authority to deliver the agreed scheme of work as part of the Transforming Cities Fund submission for the Leeds City Region.

2. Recommendations –

Members are recommended to:

- 2.1 Support the development of a submission to the Transforming Cities Fund for the Leeds City Region.
- 2.2 Approve, subject to amendments, the proposed package of schemes for Skipton as detailed on the plans attached at Appendix A of the report for consultation purposes.

That subject to approval of recommendation 2.2 above:
- 2.3 Give permission to carry-out a programme of consultation with stakeholders and public, and to present the findings to a future meeting of this Committee.
- 2.4 Make available a budget of up to £35,000 to help subsidise the costs of continuing to develop the proposed schemes for Skipton, including the provision of information required for appraisal by the West Yorkshire Combined Authority and Department for Transport.
- 2.5 Subject to approval of recommendation 2.4 above, give permission for the monies to be drawn down from the New Homes Bonus reserve in the form of a supplementary estimate to be included the Council's revenue budget for the current financial year (2019/20).

- 2.6 That the Director of Services, in consultation with the Solicitor of the Council and the Chief Finance Officer, is given delegated authority to agree the governance, delivery and funding arrangements for the agreed package of schemes for Skipton with North Yorkshire County Council, and to enter into the associated agreements.
- 2.7 That, subject to funding decisions by the West Yorkshire Combined Authority and provision of a financial contribution from North Yorkshire County Council, the Council agrees to make a financial contribution of £100,000 towards the costs of delivering the agreed package of schemes for Skipton, and agree for provision to be included in the Council's capital programme for the financial year 2020/21.
3. **Background** -
- 3.1 The Leeds City Region is one of twelve areas that has been shortlisted by Government to submit proposals for a share of £1.28billion through the Transforming Cities Fund (TCF). Part of the Government's Industrial Strategy, the Transforming Cities Fund aims to drive up productivity by investing in infrastructure to improve public and sustainable transport connectivity.
- 3.2 The West Yorkshire Combined Authority is co-ordinating the production of the submission on behalf of the Leeds City Region. Developed through a series of workshops and meetings with partner councils across the City Region, a draft proposal was submitted to the Department for Transport in June 2019. The draft proposal identifies a package of public and sustainable transport improvements that will help deliver the City Region's core priorities to:
- **Enable Inclusive Growth** – enable all communities to contribute to and benefit from economic growth, and contribute to improved health and wellbeing of residents
 - **Boost productivity** – working with businesses and universities to close the productivity gap, create thousands of jobs and add £11bn to the economy
 - **Deliver Clear Growth** – achieve a target for a zero carbon economy through lowering carbon emissions and taking advantage of new innovations to create jobs and growth
 - **Create a 21st Century Transport System** – which addresses the challenges around capacity, connectivity, sustainability and air quality.
- 3.3 The package of transport improvements identified in the draft proposal to the Department for Transport included outline schemes for improving access to and from Skipton, Selby and Harrogate railway stations - key rail hubs connecting North Yorkshire into the core of the Leeds City Region and which have the potential to provide the largest impact on transformation of journeys of the workday population. Details of the outline schemes put forward for Skipton are described in Section 4 of the report.
- 3.4 The guidance for the Transforming Cities Fund provides the twelve shortlisted areas with a period of five-months to continue to develop their proposals with a view to submitting a final proposal to the Department for Transport by 28th November 2019. It is anticipated that Government will make a decision with regard to the allocation of

the Transforming Cities Fund by March 2020. Any offer of funding will be on condition that the funds are spent by March 2023.

- 3.5 Members are asked to be mindful that the Transforming Cities Fund is a competition process, and there are no guarantees that the Leeds City Region, and likewise Skipton, will be offered a share of the funding available. Nevertheless, it is recommended that the Council continues to progress the development of the proposed package of schemes to strengthen the case for Skipton being offered a share of any funding that may be released to the Leeds City Region.

This will enable the Council, with North Yorkshire County Council, to provide the West Yorkshire Combined Authority with a robust Business Case that demonstrates the package of schemes are achievable; can be delivered within the funding deadline; are value for money and, that the processes and systems are in place to manage the funding. The Combined Authority has set a target for all the packages of schemes from across the Leeds City Region to have been appraised and approved by their Investment Committee by March 2020.

If the Leeds City Region and/or Skipton is not offered any funding through Transforming Cities Fund, the Council will still have a developed package of schemes with an evidence-based Business Case that can be used to bid for funding from other programmes in the future.

4. **The Proposed Package of Schemes for Skipton:**

4.1 **Scheme Designs:**

North Yorkshire County Council commissioned its term contractor for the provision of technical expertise and strategic advice in respect of transport, to work alongside the District Councils to develop a list of "Station Gateway" schemes for Skipton, Selby and Harrogate for inclusion as part of the Transforming Cities Fund for the Leeds City Region, including the preparation of the associated business case. The list of schemes identified for Skipton are:

Scheme 1: Railway Station Plaza – the scope of proposed work includes:

- improvement of Station facilities such as improved passenger waiting facilities, upgrade of the underpass, new toilet facilities and information boards;
- reconfiguration of the Station car park to open up the Station frontage and enhance the Plaza with the focus being on improving the pedestrian and cyclist experience, and improvement of bus facilities;
- reconfiguration of the Broughton Road/Carleton New Road junction and provision of enhanced crossing points;
- introduction of a package of sustainable travel measures such as cycle storage, electric vehicle chargepoints.

Scheme 2: Railway Station to Swadford Street Active Travel Corridor – the proposal involves the widening of the footways and creation of a stepped cycle track running from the Railway Station to the Swadford Street/A6131 Keighley Road junction. If the scheme is going to provide a contiguous link between the Railway Station and

the town centre for cyclists, it will be necessary to remove any obstacles to the proposed alignment.

Scheme 3: Railway Station to Skipton Academy Footpath Improvements - the proposal is to upgrade the existing public right of way to the north of the Canal to improve links to the Auction Mart Campus.

Scheme 4: Black Walk/Cavendish Street Crossing – the scope of proposed work includes:

- improvement of the existing footway, referred to as Black Walk, to enhance provision for both pedestrians and cyclists;
- simplify the existing access for Tesco/Network Rail depot;
- provision of a crossing point at the junction with Cavendish Street;
- widen footways along Cavendish Street including the provision of blended crossings putting pedestrian priority first.

Scheme 5: Gas Street Pedestrian Improvements (including Gallows Bridge) – the aim is to provide a contiguous link between the Railway Station and town centre by:

- improvement of the public realm to create a route that feels like an extension to the canal conservation area;
- Replacement of Gallows Bridge.

Further detail about each of the proposed schemes are provided on the outline plans attached at Appendix A of the report.

It is recommended that Members approve the proposed schemes as outlined on the attached plans for consultation, and give permission for the Council, alongside North Yorkshire County Council to carry-out a programme of consultation with stakeholders and the public.

4.2 Consultation:

As part of the next phase of developing the proposed package of schemes is to test the feasibility of the design and assess the level of support from all sectors of the community.

In order to build support for the final proposal to the Department for Transport, the West Yorkshire Combined Authority would like “letters of support” from as many different stakeholders as possible. Whilst the Combined Authority will lead on engagement with national and regional-wide stakeholders, partner councils will be required to lead on engagement with local stakeholders such as Skipton Town Council, Skipton Civic Society, Skipton BID and Chamber of Trade, Canal & River Trust, Craven College, landowners and employers.

Subject to approval of recommendation 2.3, it is intended to start carrying-out consultation from early October. The proposed programme of consultation will be conducted in two phases, starting with engagement with landowners, statutory stakeholders, ward members and town councillors, interest groups and partner organisations, local transport operators, business groups and major employers. The aim of this first phase, is to assess the viability of the schemes; obtain their

respective backing and secure “letters of support” for the submission to the Transforming Cities Fund for the Leeds City Region.

This will be followed by open, public consultation to gauge the level of support for the proposed schemes from residents, commuters (incoming and outgoing travellers), employers and employees, and what additional ideas they may have for improving the schemes. The feedback from this phase will be used to inform the preparation of the more detailed designs.

It is proposed that the findings from both sets of consultation be presented to a future meeting of this Committee for Members to consider any proposed changes to the schemes as outlined on the plans attached at Appendix A.

4.3 Emerging Budget Profile:

Based on draft civil drawings, the indicative cost profile for delivery of the overall package of schemes is provided in the table below:

Item	Cost	Comments
Project Development	£935,120	To cover legal, consultant and design fees, project management costs
Land Assembly	£500,000	
Enabling Works	£330,601	Works required prior to delivery
Delivery	£6,271,362	Costs of implementing the scheme
TOTAL	£8,037,083	

In the first instance, it is hoped that the funding to deliver the package of schemes will be available through the Transforming Cities Fund; however, this is subject to: (a) how the Government decides to allocate the Fund across the twelve shortlisted areas, and (b) detailed appraisal by the West Yorkshire Combined Authority.

Assessment of any request for grant funding looks at financial leverage from public and private sources, in particular options for the provision of local contributions. North Yorkshire County Council have indicated that they will put forward a monetary contribution of £100,000 to each of the three North Yorkshire schemes (Harrogate, Selby and Skipton). To help strengthen the case for external funding to deliver the package of schemes for Skipton, it is recommended that the Council agrees to make available a financial contribution of £100,000, and that it is subject to an offer of funding by the West Yorkshire Combined Authority.

Contributions from private sources are seen as a bonus for any request for grant funding. Members may wish to express a desire to see a significant proportion of relevant developer contributions secured via Section 106 of the Town and Country Planning Act (1990) from current (and future) developments within Skipton being used to support the delivery of the schemes outlined in Section 4 of the report. In particular, those schemes that relate to the improvement of public right of ways, and are in accordance with the Council’s Infrastructure Delivery Plan (Appendix C of the

Craven Local Plan) and Draft Policy INF3: Sport, Open Space and Recreation Facilities.

(Note: the type of open space includes civic spaces, amenity greenspace, natural and semi-natural greenspaces (where the primary purpose is for walking and cycling), which reflects the nature of Scheme 3 to upgrade the public right of way to the north of the canal. The draft policy INF3 also refers to improvement of the public realm, which was identified as a need through the Town Centre Health Checks undertaken as part of the evidence base for the Craven Local Plan; this reflects the scope of works for Scheme 4 to improve the footway known as Black Walk).

4.4 Scheme Development – Next Step:

As mentioned in paragraph 3.5 above, the West Yorkshire Combined Authority has set a target for all schemes across the Leeds City Region to have been appraised and approved by their Investment Committee by March 2020. This means that, subject to any funding released by the Department for Transport to the Leeds City Region regarding the Transforming Cities Fund, the Combined Authority will have authority to enter into funding agreements with the appropriate partner council and support the on-going scheme development from April 2020.

To achieve this, each partner council needs to prepare and submit a Strategic Outline Case. The purpose of the document is to demonstrate that sufficient, robust and evidenced scoping has been carried out in order to determine the preferred way forward for delivering the scheme objectives. To support the preparation of the Strategic Outline Case for the package of schemes for Skipton, it is proposed that the current arrangement with North Yorkshire County Council for the use of the services of WSP, their term contractor for provision of technical expertise and strategic advice in respect of transport, is extended for the duration of the current financial year (2019/20).

The initial arrangement with North Yorkshire County Council was that the cost of using WSP to prepare “Station Gateway” schemes for Harrogate, Selby and Skipton, including outline drawings, cost estimates and production of strategic rationale would be split between the four authorities – the County Council to cover 50% of the cost, with the remaining 50% to be divided between the three District Councils. The cost estimate provided by WSP for the work undertaken to-date was £228,757, of which £38,126 is chargeable to Craven District Council. The intention was that £15,000 would be met from the revenue budget carried over from the financial year 2018/19 (Minute POL.1008) and £23,126 from the current revenue budget. The work undertaken by WSP so far has been crucial to Skipton being included as one of the shortlisted schemes in the submission to the Department for Transport for the Leeds City Region.

To fund the additional support needed from WSP for the preparation of the Strategic Outline Case, it is recommended that the Council agrees to make available a supplementary budget of up to £35,000. The West Yorkshire Combined Authority have indicated that there is a possibility, subject to any funding released by the Department for Transport, that the cost of preparing the Strategic Outline Case

could be included as an eligible development cost; in which case, the Council may be able to claim the costs back. Without the support of WSP, the County Council or District Council does not have the resources needed to submit a robust Strategic Outline Case to the West Yorkshire Combined Authority.

4.5 Governance for Delivery:

The West Yorkshire Combined Authority will have overall responsibility for any funding released by the Department for Transport to the Leeds City Region regarding the Transforming Cities Fund. North Yorkshire County Council will be responsible for any funding released by the West Yorkshire Combined Authority for delivery of the North Yorkshire schemes. North Yorkshire County Council will then look to enter into funding agreements for any of the schemes where it has been agreed that the District Council will be the lead delivery partner.

Whilst there is further discussion to take place to confirm the governance arrangements for the delivery of the schemes in North Yorkshire, the assumption is that North Yorkshire County Council will lead on the delivery of all “on highway” schemes/activity. An initial assessment by North Yorkshire County Council at the beginning of the process indicated that the schemes put forward for Skipton could be County Council-led schemes. However, as the schemes develop, it may be necessary for the Council to become responsible for leading on the delivery of part or whole of some of the schemes, for instance Scheme 3 to upgrade the public right of way to the north of the Canal or the replacement of Gallows Bridge (included as part of Scheme 5).

It is therefore recommended that the Director Services, in consultation with the Solicitor of the Council and the Chief Finance Officer, is given delegated authority to agree the governance, delivery and funding arrangements for the agreed package of schemes for Skipton with North Yorkshire County Council, and to enter into the associated agreements.

4.6 Key Dates and Immediate Tasks:

Subject to approval of Members to continue with the development of the proposed package of schemes for Skipton, the key milestones are listed below:

Target Date	
17 th September 2019	Submission of Strategic Assessment (first part of the Strategic Outline Case) to the West Yorkshire Combined Authority
25 th September 2019	Appraisal of the Strategic Assessment by the Strategic Assessment Review Group for the Combined Authority
9 th October 2019	Commence programme of consultation (as outlined in section 4.2 of the report)
28 th November 2019	Submission of final proposal for the Leeds City Region to the Department for Transport
6 th December 2019	Submission of draft Strategic Outline Case
14 th January 2020	Update report to Policy Committee

3 rd February 2020	Submission of final Strategic Outline Case
20 th March 2020	Appraisal of Strategic Outline Case by the Combined Authority's Investment Committee
31 st March 2020	Decision by the Department for Transport regarding the release of Transforming Cities Fund

5. Implications

5.1 Financial Implications –

Subject to the release of any funding by the Department for Transport for the Leeds City Region, and the subsequent release of funding by the West Yorkshire Combined Authority, the District could receive a potential investment of up to £8million for improving the transport infrastructure in Skipton. To help strengthen the case for the investment, it is recommended that the Council:

- a) Makes available a budget of up to £35,000 to help fund the costs of preparing the Strategic Outline Case, as outlined in Section 4.4 of the report. If approved, the monies would be drawn down from the New Homes Bonus reserve in the form of a supplementary estimate to be included in the Council's revenue budget for the current financial year (2019/20);
- b) Makes a financial contribution of £100,000 towards the costs of delivering the agreed schemes for Skipton, and that provision be included in the Council's capital programme for the financial year 2020/21.

5.2 Legal Implications –

These will be subject to the agreed arrangements with North Yorkshire County Council regarding governance and delivery of the approved schemes. If the Council accepts responsibility to lead on the delivery of part or whole of any of the schemes, it will be necessary to enter into an agreement with North Yorkshire County Council as the body responsible for any funding released by the West Yorkshire Combined Authority.

The agreement will be used to set out the purpose for which the funding can be used, roles and responsibilities; requirements for monitoring and reporting progress, and the mechanism for claiming payment of the funding. The agreement will guide decision making and any conflict resolution through the life of project.

5.3 Contribution to Corporate Priorities –

The proposals in this report directly contribute to the delivery of the Council Plan (2019/20) through the Enterprising Craven priority, in particular the action to improve the quality and capacity of the transport infrastructure. The proposals also contribute to the Resilient Communities priority, and will add value to the actions being undertaken to reduce health and well-being inequalities; to make Craven's public spaces cleaner, safer and greener, and to promote best environmental practice.

A draft environmental impact assessment has been conducted on the proposed package of schemes for Skipton. The emerging results of the assessment show that there will be a beneficial effect on local noise levels and air quality, as there would be a reduced build-up of vehicles and associated traffic noise and emissions. There is also likely to be a beneficial effect on greenhouse gas emissions as the measures will encourage a modal transfer of road to walking and cycling within Skipton town centre.

The above results show that the proposals in this report directly support the Council's pledge to work towards making the District carbon neutral by 2030.

5.4 **Risk Management –**

There are no risks arising from this project. However, if the Council accepts responsibility to lead on the delivery of part or whole of any of the schemes, any significant risks that may result will be added to the Council's Risk Register.

6. **Consultations with Others –**

Financial Service
Legal Service

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

8. **Author of the Report –**

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

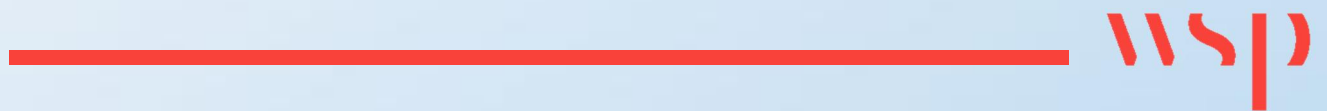
Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

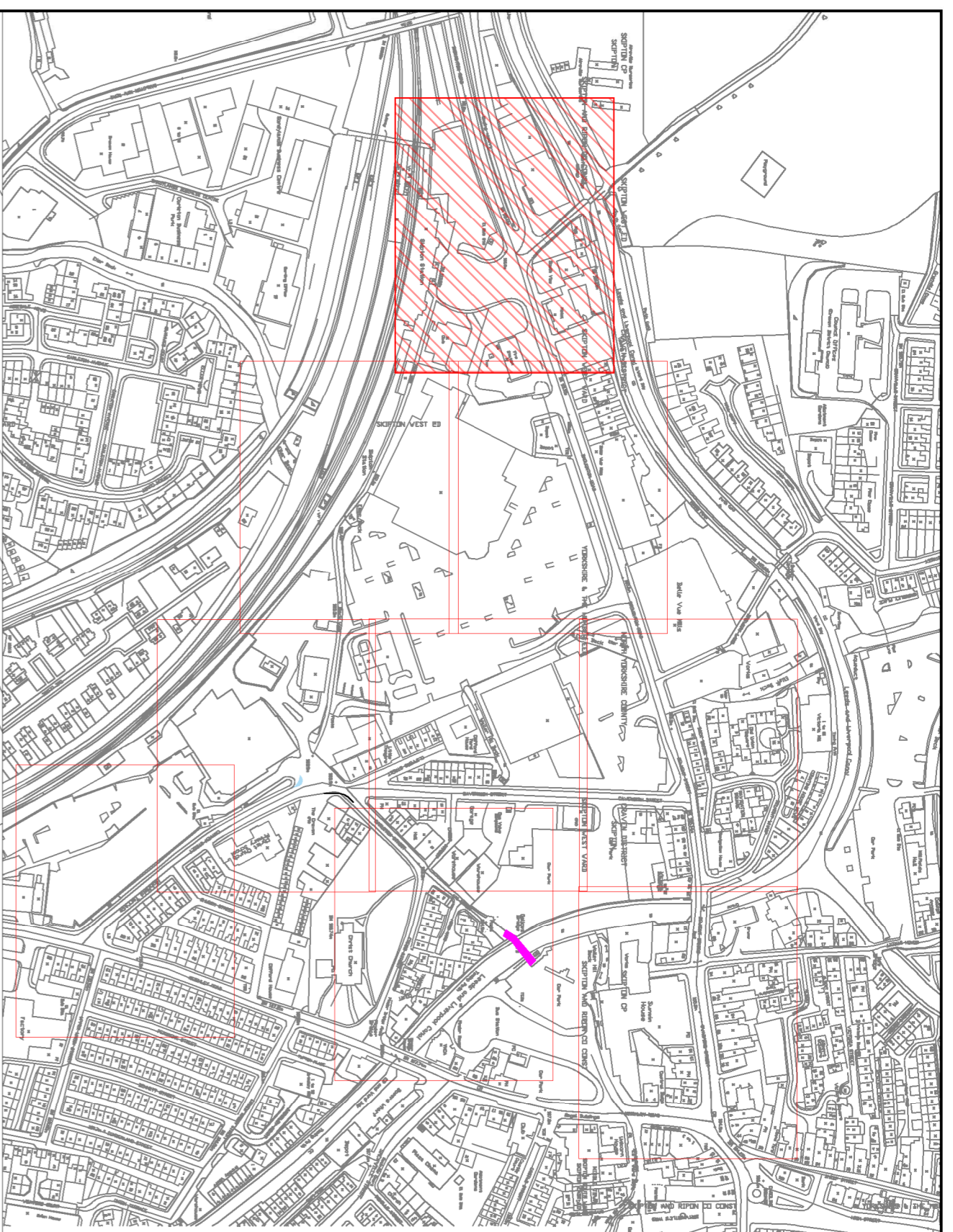
9. **Appendices –**

Appendix A – Scheme Plans

Appendix A

TCF PACKAGE SCHEME DRAWINGS





Scheme 1: Rail station Plaza

Objectives:
Promote active travel between Skipton Rail Station and key Origin/Destination points, including the town centre, educational facilities to the north, existing residential areas to the east, and committed and aspirational development sites in the west.

Enhance the existing rail station area as a gateway to Skipton and the Yorkshire Dales

Scope:

- Rationalise existing parking to make better use of existing space, including provision for accessible spaces, pick up and drop off, and taxis;
- Include a bus lay-by within the plaza area to promote multi-modal trips;
- Reduce conflict and severance at the constrained junction opposite;
- Facilitate active travel trips along the desire line between the station entrance and highway

JUNCTION CONFIGURATION ASSUMES U-TURNING MANOEUVRE FOR HEAVY GOODS VEHICLES IS PROHIBITED

FOOTWAY WIDENING TO ALLOW FOR IMPROVED PEDESTRIAN ACCESS

DEMOUNTABLE BOLLARDS

NEW PEDESTRIAN CROSSING FACILITY

South View

BM 106.23m

P02

x38

Scheme 2: Rail Station to Swadford Street Active Travel Corridor

Objectives:
Provide a contiguous link along the desire line between the rail station and the town centre for cycle users;
Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic; and
Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope:
Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first; Provide a stepped cycle track based on the London Cycle Design guidance, including a parallel crossing facility

Scheme 4: Black Walk

Objectives:
Create a safe and open route along the desire line between the rail station and bus station, as well as existing residential properties to the east.

Scope:
Widen and remove barriers to access at the rail station, incorporating the access point within the proposed plaza; ensure visibility between access points and greater permeability through Morrisons site

PUBLIC REALM

Skipton Station

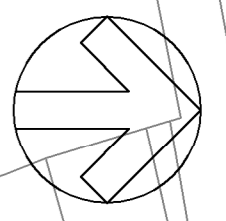
SHARED ELECTRIC

TAXIS SKIPT

POTENTIAL ELECTRIC CHARGE POINT LOCATION

101.8m

steeping masonry



NOTES:
DO NOT SCALE

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS AND REPORTS RELATED TO THIS APPLICATION.

- KEY**
- PROPOSED FOOTWAY
 - PROPOSED CYCLEWAY
 - PROPOSED PUBLIC REALM / SHARED USE SPACE
 - EXISTING CARPARKWAY
 - PROPOSED PAVED CARPARKWAY
 - PROPOSED ROAD MARKINGS
 - PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
 - PROPOSED FULL HEIGHT KERB (R&D OR SIMILAR)
 - PROPOSED 'DROPPED LEVEL' KERB (R&D OR SIMILAR)

REV	DATE	BY	DESCRIPTION	NO	DATE	BY	DESCRIPTION
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P01	10.05.19	RF	FOR INFORMATION				
				NO			
				PMW			
				CHK			
				APP			

S2 - FOR INFORMATION



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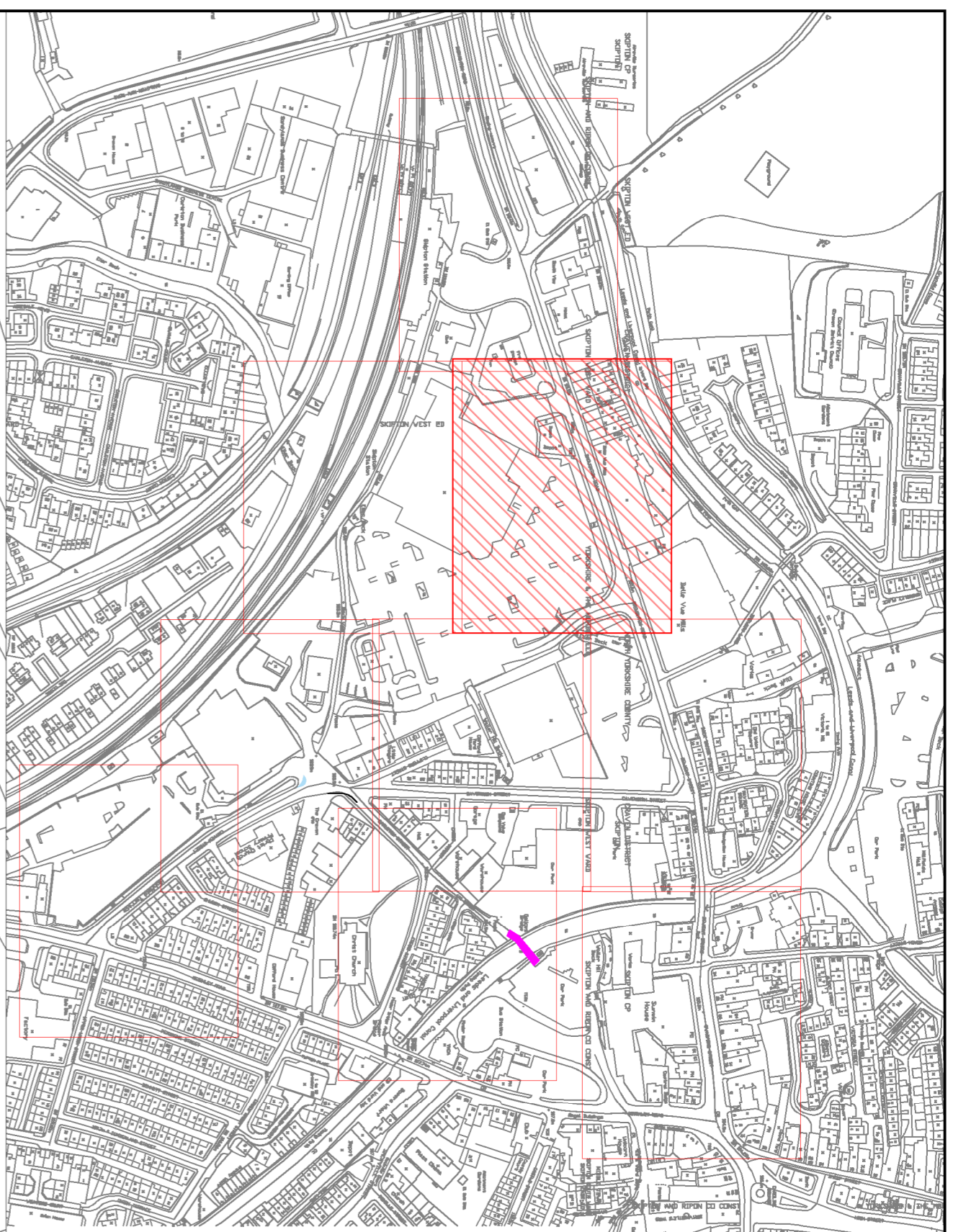
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STATIONER: NORTH YORKSHIRE COUNTY COUNCIL

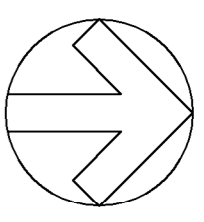
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PROJECT NO.	70054801	DESIGNED	PMW	DATE	MAY 2019
DRAWING NO.	4601-SKP-DR-GA-001	REV	RF / PMW		

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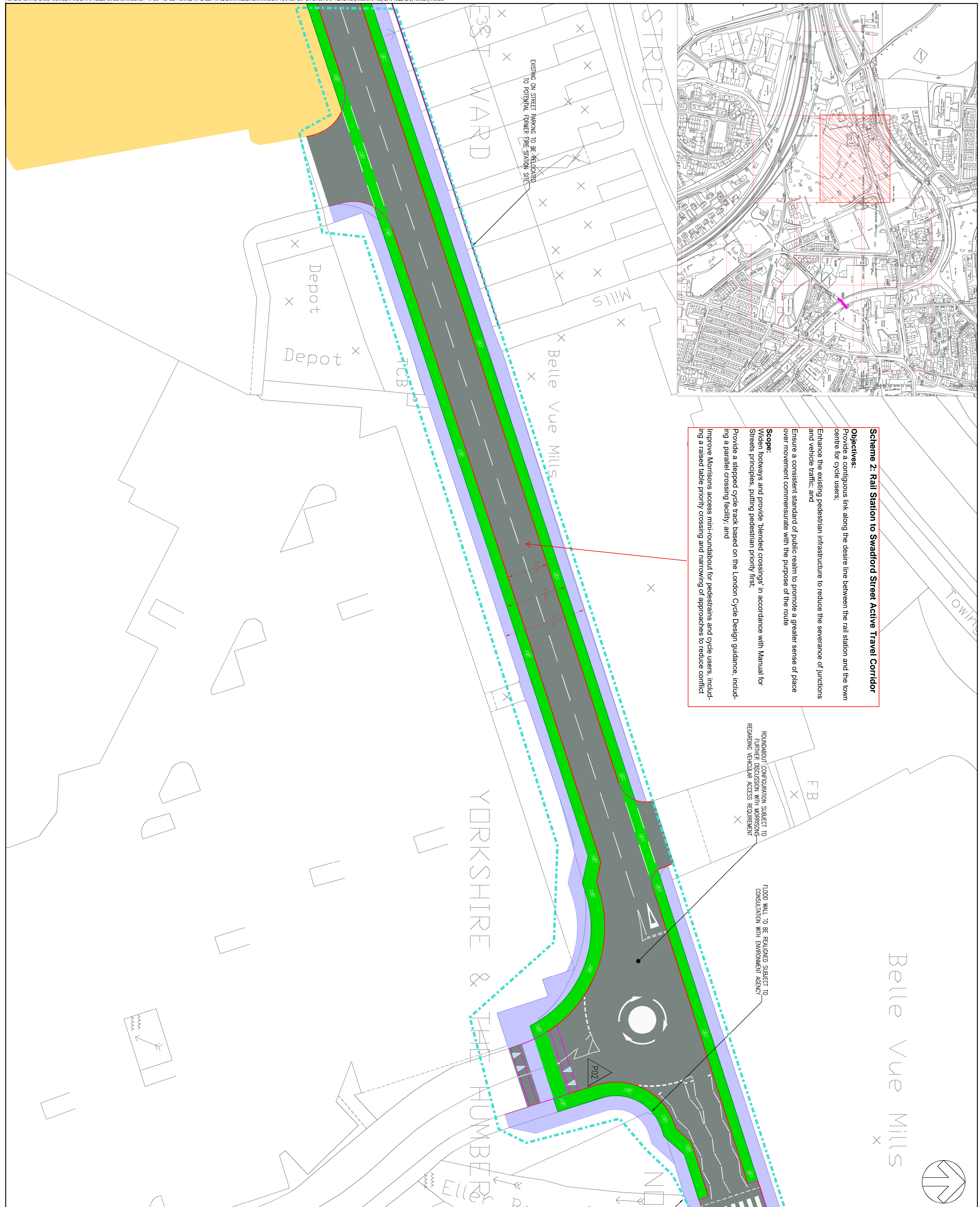
NOTES: DO NOT SCALE

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS AND REPORTS RELATED TO THIS APPLICATION.

Scheme 2: Rail Station to Swadford Street Active Travel Corridor

Objectives:
 Provide a contiguous link along the desire line between the rail station and the town centre for cycle users;
 Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic; and
 Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope:
 Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first;
 Provide a stepped cycle track based on the London Cycle Design guidance, including a parallel crossing facility; and
 Improve Morrisons access mini-roundabout for pedestrians and cycle users, including a raised table priority crossing and narrowing of approaches to reduce conflict



- KEY**
- PROPOSED FOOTWAY
 - PROPOSED CYCLEWAY
 - PROPOSED PUBLIC REALM / SHARED USE SPACE
 - EXISTING CARPARKWAY
 - PROPOSED PAVED CARPARKWAY
 - PROPOSED ROAD MARKINGS
 - PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
 - PROPOSED FULL HEIGHT KERB (HEZ OR SW/AR)
 - PROPOSED DROPPED LEVEL KERB (IN OR SIMILAR)

DRAWING STATUS

REV	DATE	BY	DESCRIPTION	NO	APP
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P01	10.05.19	RF	FOR INFORMATION	NO	PMW
REV	DATE	BY	DESCRIPTION	CHK	APP



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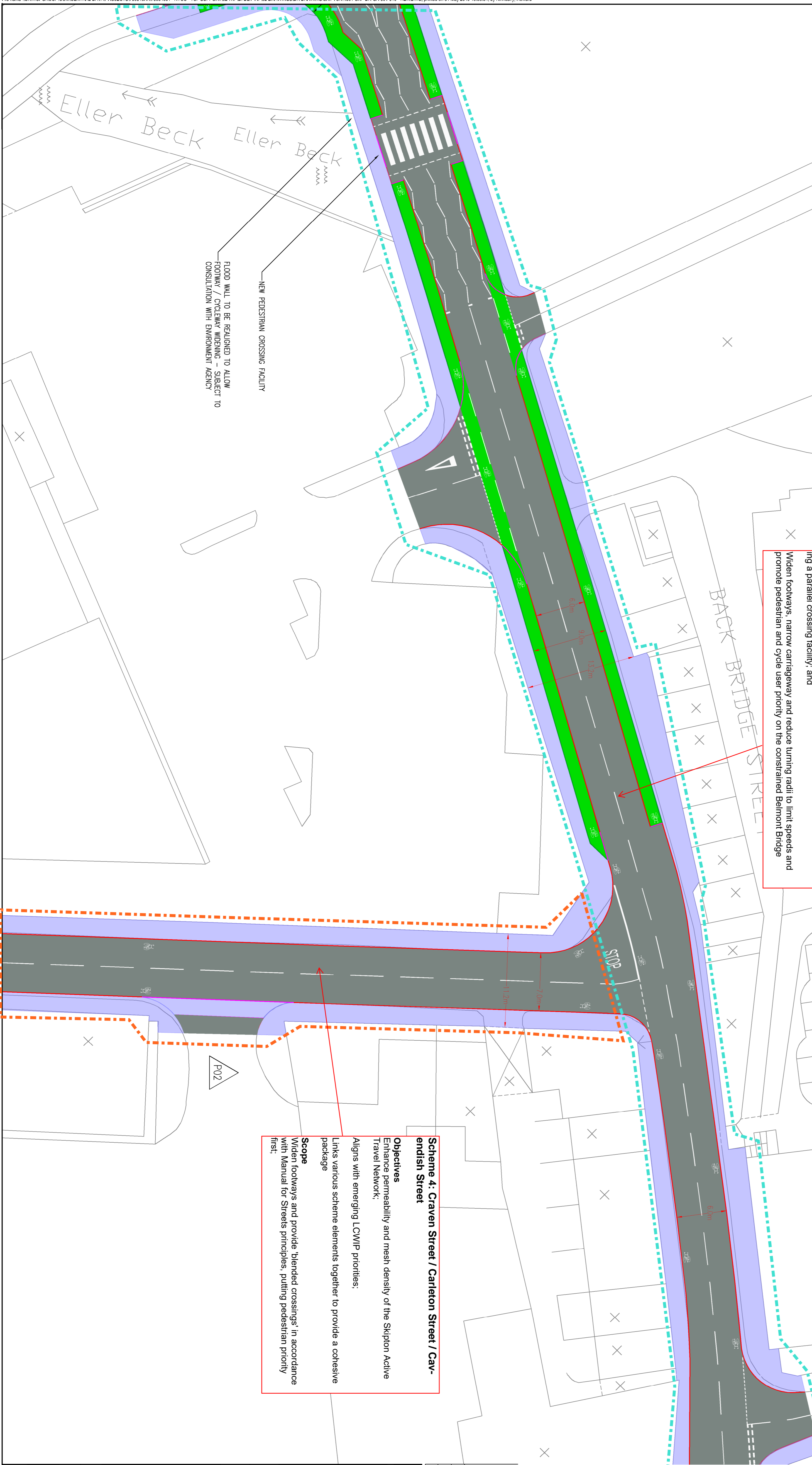
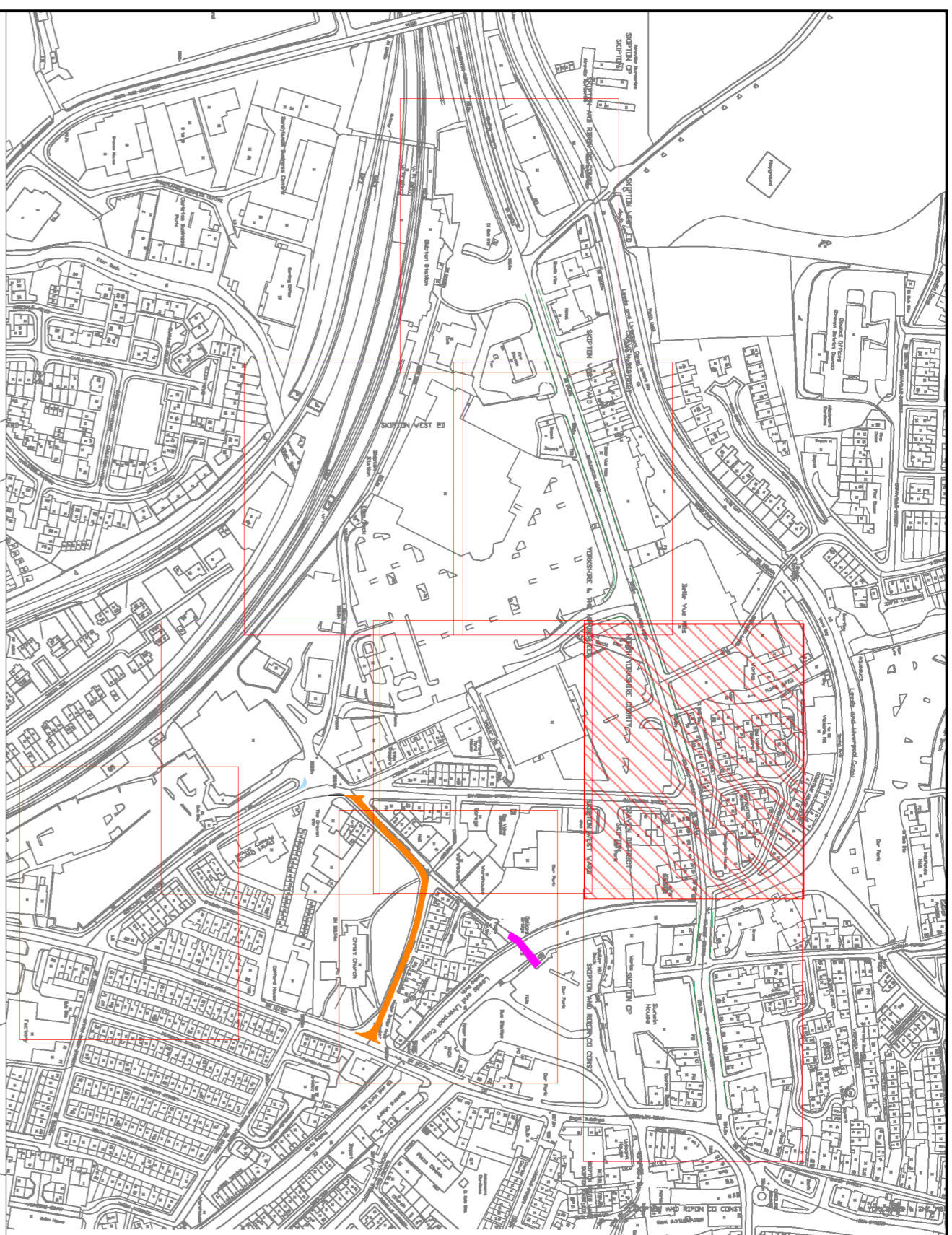
ARCHITECT: NORTH YORKSHIRE COUNTY COUNCIL

STREETWORKS: NORTH YORKSHIRE COUNTY COUNCIL
 TCF SUPPORT
 SKIPTON

TITLE: GENERAL ARRANGEMENT
 (SHEET 2 OF 10)

SCALE @ A4	CHECKED	NO	APPROVED	PMW
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PROJECT NO	DESIGNED	ISSUED	DATE	
70054801	PMW	RF / PMW	MAY 2019	
DRAWING NO				REV
4601-SKP-DR-GA-002				P02

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Scheme 2: Rail Station to Swadford Street Active Travel Corridor

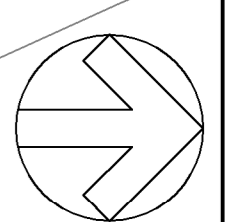
Objectives:
 Provide a contiguous link along the desire line between the rail station and the town centre for cycle users.
 Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic, and
 Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope:
 Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first.
 Provide a stepped cycle track based on the London Cycle Design guidance, including a parallel crossing facility, and
 Widen footways, narrow carriageway and reduce turning radii to limit speeds and promote pedestrian and cycle user priority on the constrained Belmont Bridge

Scheme 4: Craven Street / Carleton Street / Cavendish Street

Objectives
 Enhance permeability and mesh density of the Skipton Active Travel Network;
 Aligns with emerging LCVIP priorities;
 Links various scheme elements together to provide a cohesive package

Scope
 Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first.



NOTES:
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- KEY**
- PROPOSED FOOTWAY
 - PROPOSED CYCLEWAY
 - PROPOSED PUBLIC REALM / SHARED USE SPACE
 - EXISTING CARRIAGEWAY
 - PROPOSED PAVED CARRIAGEWAY
 - PROPOSED ROAD MARKINGS
 - PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
 - PROPOSED FULL HEIGHT KERB (R&D OR SIMILAR)
 - PROPOSED 'DROPPED LEVEL' KERB (R&D OR SIMILAR)

DRAWING STATUS

REV	DATE	BY	DESCRIPTION	CHK	APP
P02	21.05.19	PMW	TOLERED CONFORMANCE CROSSINGS PROVIDED	MD	PMW
P01	10.05.19	RF	FOR INFORMATION	MD	PMW



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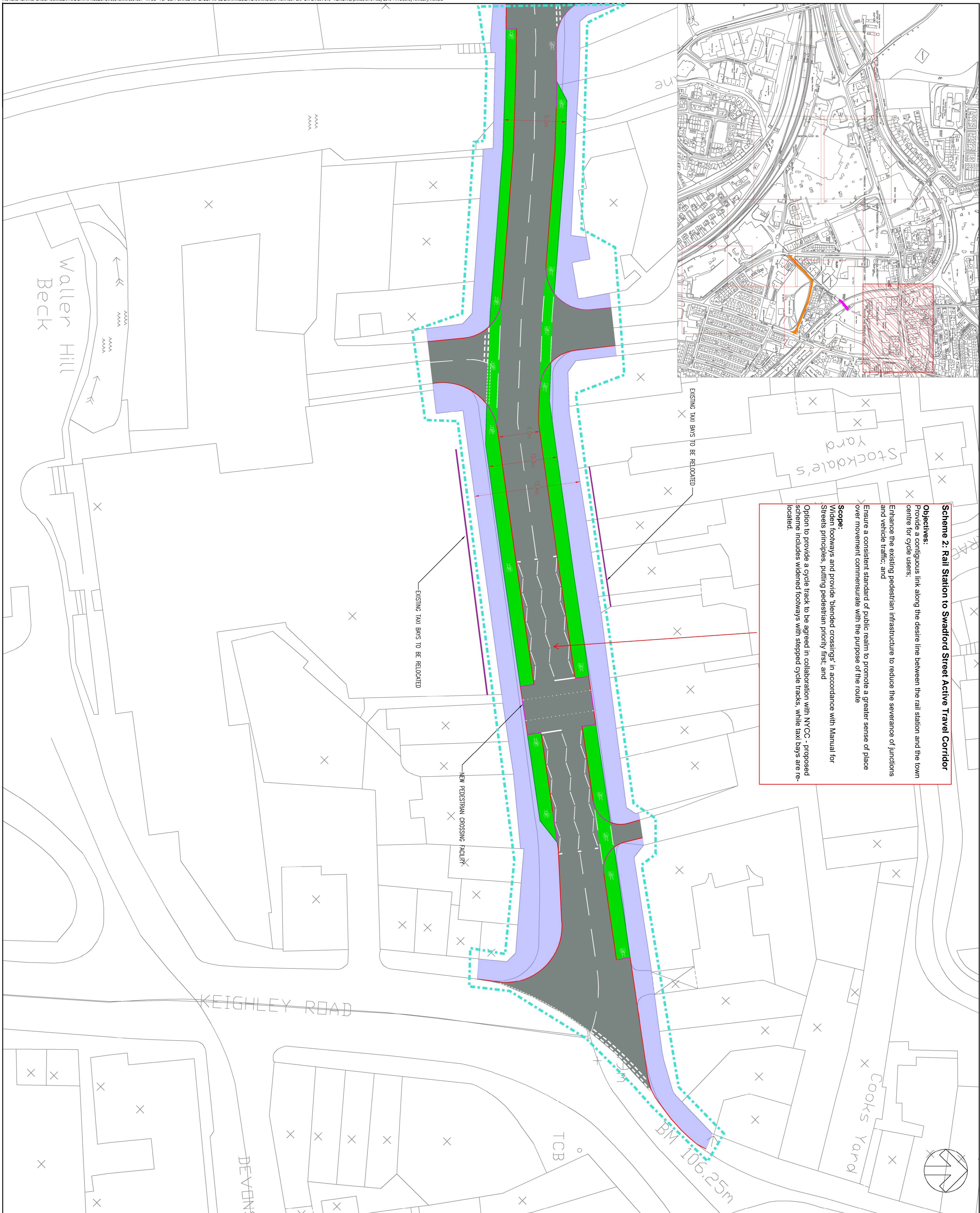
ARCHITECT: NORTH YORKSHIRE COUNTY COUNCIL
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 SKIPTON

TITLE: GENERAL ARRANGEMENT
 (SHEET 3 OF 10)

SCALE @ A4	CHECKED	MD	APPROVED	PMW
1:250				

PROJECT NO.	DESIGNER	ISSUED	DATE
70054801	PMW	RF / PMW	MAY 2019

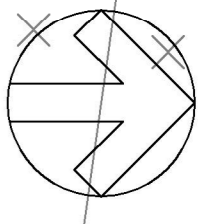
DRAWING NO: 4601-SKP-DR-GA-003
 SHEET: P02
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Scheme 2: Rail Station to Swadford Street Active Travel Corridor

Objectives:
 Provide a contiguous link along the desire line between the rail station and the town centre for cycle users.
 Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic, and
 Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope:
 Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first; and
 Option to provide a cycle track to be agreed in collaboration with NYCC - proposed scheme includes widened footways with stepped cycle tracks, while taxi bays are re-located.



- KEY**
- PROPOSED FOOTWAY
 - PROPOSED CYCLEWAY
 - PROPOSED PUBLIC REALM / SHARED USE SPACE
 - EXISTING OVERPAVEMENT
 - PROPOSED PAVED OVERPAVEMENT
 - PROPOSED ROAD WORKINGS
 - PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
 - PROPOSED 'TALL HEIGHT' BEES (482 OR SIMILAR)
 - PROPOSED 'PROPOSED LEVEL' BEES (80 OR SIMILAR)

NOTES:
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REV	DATE	BY	DESCRIPTION	NO	DATE	BY	DESCRIPTION
P02	21.05.19	PMW	SHEET NUMBER AND REV UPDATED	NO		PMW	
P01	10.05.19	RF	FOR INFORMATION	NO		PMW	
REV	DATE	BY	DESCRIPTION	CHK	APP		



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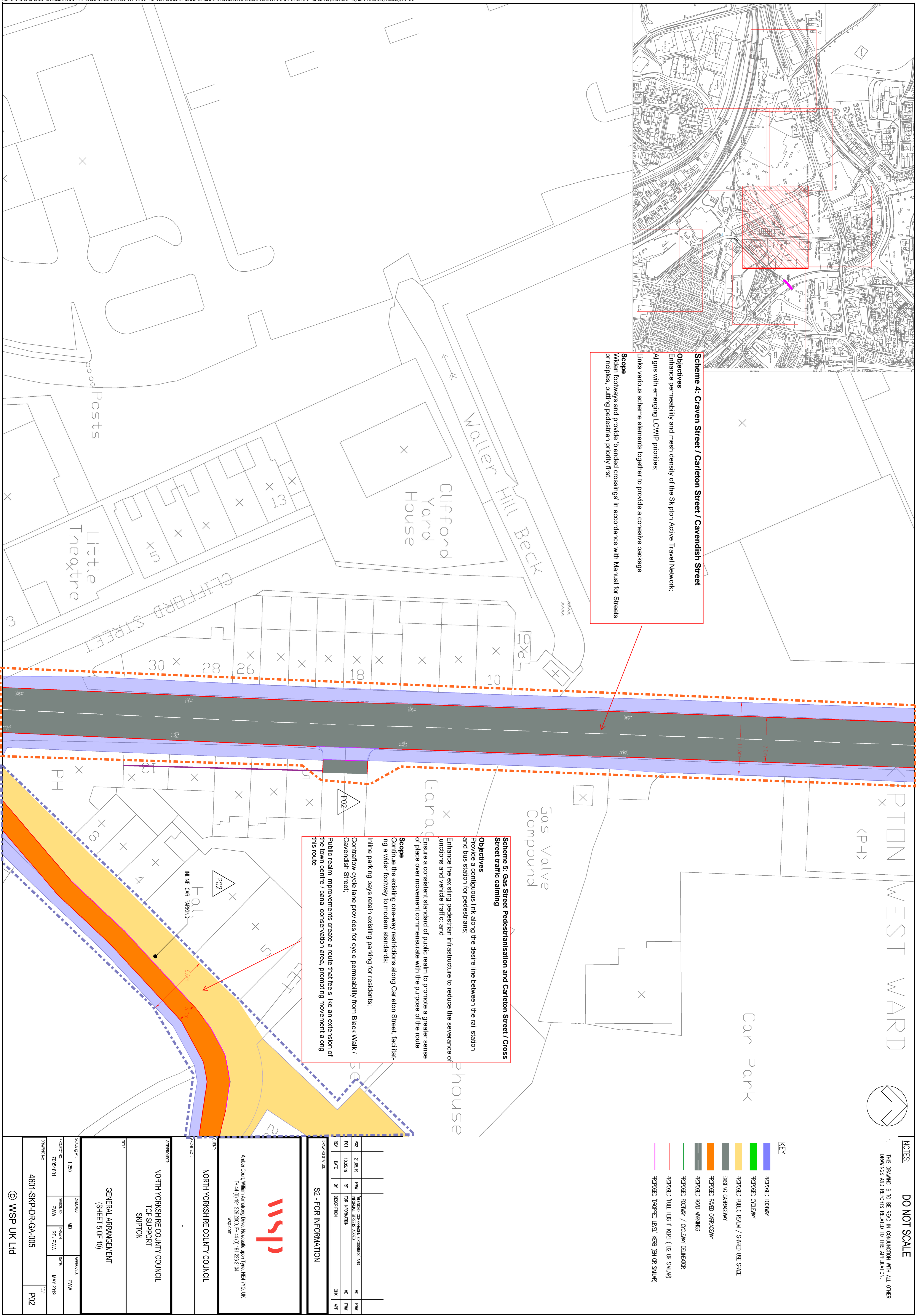
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TITLE:
 GENERAL ARRANGEMENT
 (SHEET 4 OF 10)

SCALE	NO	CHECKED	DATE	DESIGNED	DATE	PROJECTED	DATE
1:250	ND	PMW	MAY 2019	RF	PMW		

PROJECT NO: 70054601
 DRAWING NO: 4601-SKP-DR-GA-004
 SHEET: P02

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Scheme 4: Craven Street / Carleton Street / Cavendish Street

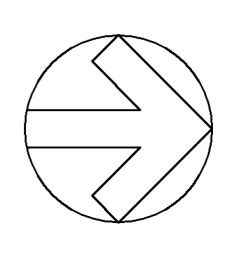
Objectives
 Enhance permeability and mesh density of the Skipton Active Travel Network;
 Aligns with emerging LCWIP priorities;
 Links various scheme elements together to provide a cohesive package

Scope
 Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first;

Scheme 5: Gas Street Pedestrianisation and Carleton Street / Cross Street traffic calming

Objectives
 Provide a contiguous link along the desire line between the rail station and bus station for pedestrians;
 Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic; and
 Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope
 Continue the existing one-way restrictions along Carleton Street, facilitating a wider footway to modern standards;
 Inline parking bays retain existing parking for residents;
 Contranow cycle lane provides for cycle permeability from Black Walk / Cavendish Street;
 Public realm improvements create a route that feels like an extension of the town centre / canal conservation area, promoting movement along this route



NOTES:
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- KEY**
- PROPOSED FOOTWAY
 - PROPOSED CYCLEWAY
 - PROPOSED PUBLIC REALM / SHARED USE SPACE
 - EXISTING CARPARKWAY
 - PROPOSED PAVED CARPARKWAY
 - PROPOSED ROAD MARKINGS
 - PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
 - PROPOSED FULL HEIGHT KERB (H82 OR SIMILAR)
 - PROPOSED 'DROPPED LEVEL' KERB (80 OR SIMILAR)

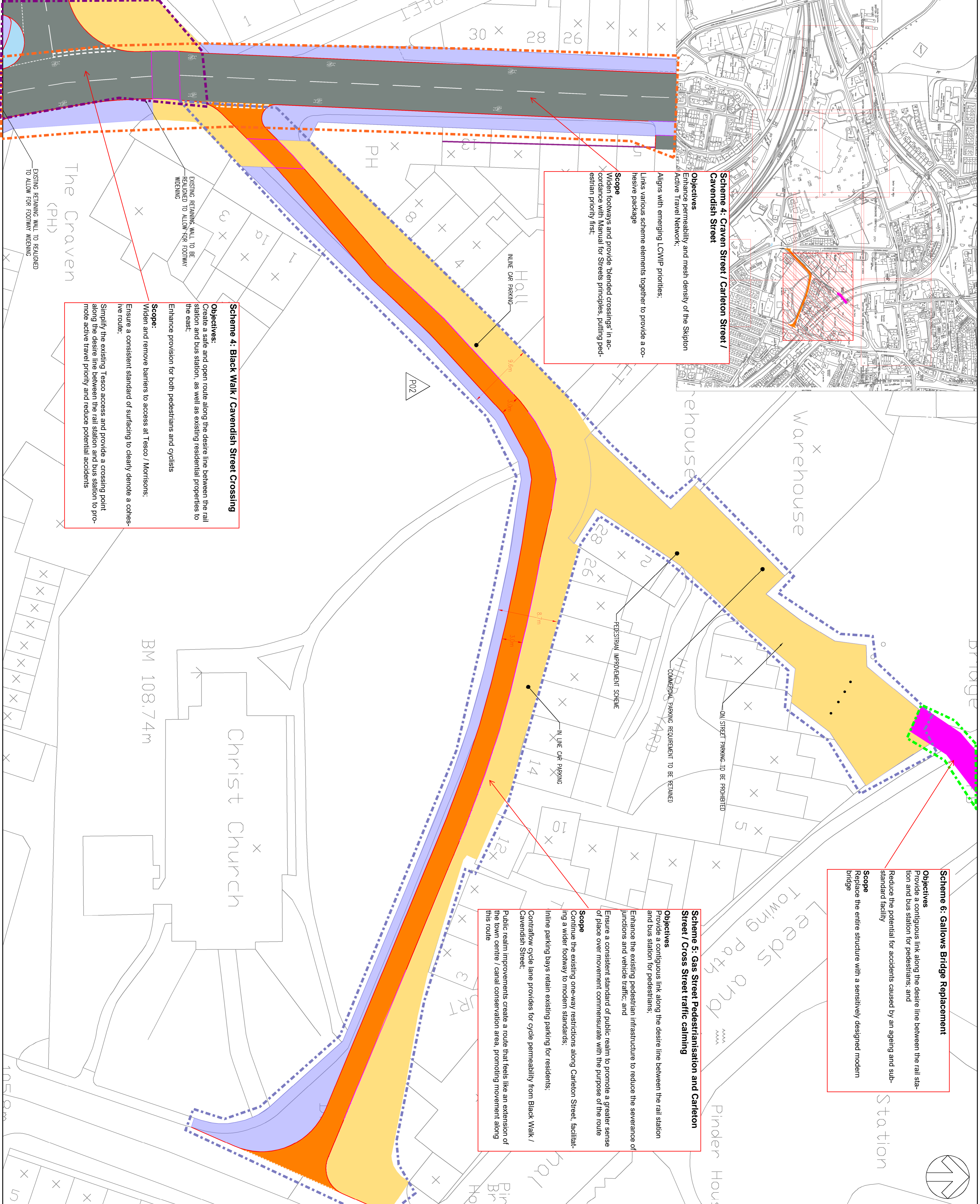
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P01	10.05.19	RF	FOR INFORMATION	UD	PMW

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PROJECT:	NORTH YORKSHIRE COUNTY COUNCIL TCF SUPPORT SKIPTON
TITLE:	GENERAL ARRANGEMENT (SHEET 5 OF 10)
SCALE @ A4:	1:250
PROJECT NO:	70054601
DRAWING NO:	4601-SKP-DR-GA-005
DATE:	MAY 2019
DESIGNED BY:	PMW
CHECKED BY:	ND
APPROVED BY:	PMW



Scheme 4: Craven Street / Carleton Street / Cavendish Street

Objectives
Enhance permeability and mesh density of the Skipton Active Travel Network;
Aligns with emerging LCWIP priorities;

Scope
Links various scheme elements together to provide a cohesive package
Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first.

Scheme 4: Black Walk / Cavendish Street Crossing

Objectives:
Create a safe and open route along the desire line between the rail station and bus station, as well as existing residential properties to the east;
Enhance provision for both pedestrians and cyclists

Scope:
Widen and remove barriers to access at Tesco / Morrisons; Ensure a consistent standard of surfacing to clearly denote a cohesive route;
Simplify the existing Tesco access and provide a crossing point along the desire line between the rail station and bus station to promote active travel priority and reduce potential accidents

Scheme 6: Gallows Bridge Replacement

Objectives
Provide a contiguous link along the desire line between the rail station and bus station for pedestrians; and
Reduce the potential for accidents caused by an ageing and sub-standard facility

Scope
Replace the entire structure with a sensitively designed modern bridge

Scheme 5: Gas Street Pedestrianisation and Carleton Street / Cross Street traffic calming

Objectives
Provide a contiguous link along the desire line between the rail station and bus station for pedestrians;
Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic; and
Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope
Continue the existing one-way restrictions along Carleton Street, facilitating a wider footway to modern standards;
In-line parking bays remain existing parking for residents;
Contrailow cycle lane provides for cycle permeability from Black Walk / Cavendish Street;
Public realm improvements create a route that feels like an extension of the town centre / canal conservation area, promoting movement along this route

KEY

- PROPOSED FOOTWAY
- PROPOSED CYCLEWAY
- PROPOSED PUBLIC REALM / SHARED USE SPACE
- EXISTING ORANGEWAY
- PROPOSED PAVED ORANGEWAY
- PROPOSED ROAD MARKINGS
- PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
- PROPOSED TULL HEIGHT KEYS (482 OR SIMILAR)
- PROPOSED DROPPED LEVEL KEYS (26 OR SIMILAR)

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002	10.05.19	RF	FOR INFORMATION	002	PMW
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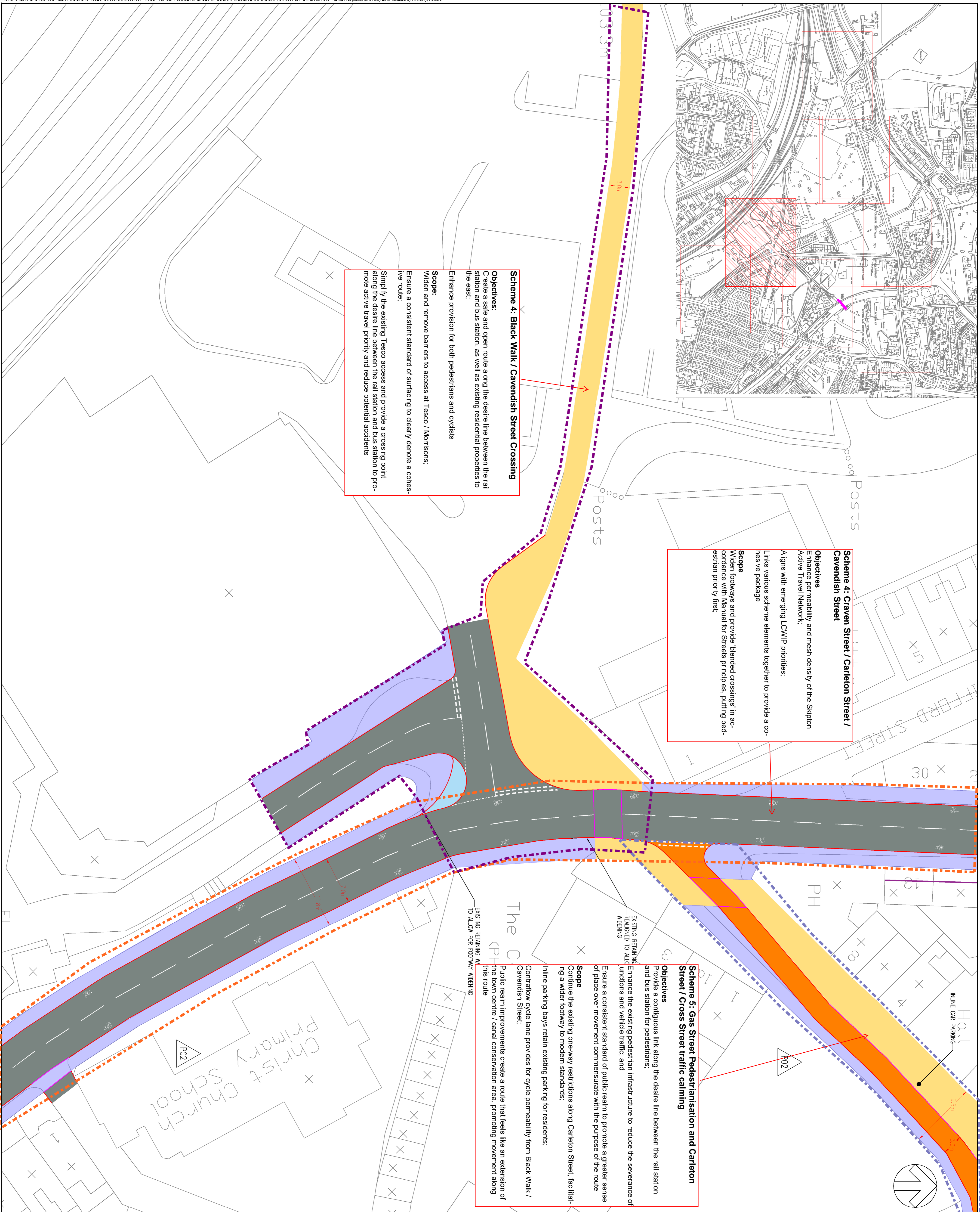
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TITLE:
GENERAL ARRANGEMENT
(SHEET 6 OF 10)

SCALE: A4	1:250	DRAWN	PMW
PROJECT NO.	70054601	DATE	MAY 2019
DRAWING NO.	4601-SKP-DR-GA-006	REV	P02

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Scheme 4: Black Walk / Cavendish Street Crossing

Objectives:
Create a safe and open route along the desire line between the rail station and bus station, as well as existing residential properties to the east.

Scope:
Enhance provision for both pedestrians and cyclists
Widen and remove barriers to access at Tesco / Morrisons.
Ensure a consistent standard of surfacing to clearly denote a cohesive route.

Simplify the existing Tesco access and provide a crossing point along the desire line between the rail station and bus station to promote active travel priority and reduce potential accidents

Scheme 4: Craven Street / Carleton Street / Cavendish Street

Objectives
Enhance permeability and mesh density of the Skipton Active Travel Network.
Aligns with emerging LCWIP priorities.
Links various scheme elements together to provide a cohesive package

Scope
Widen footways and provide blended crossings in accordance with Manual for Streets principles, putting pedestrian priority first.

Scheme 5: Gas Street Pedestrianisation and Carleton Street / Cross Street traffic calming

Objectives
Provide a contiguous link along the desire line between the rail station and bus station for pedestrians.
Enhance the existing pedestrian infrastructure to reduce the severance of junctions and vehicle traffic, and
Ensure a consistent standard of public realm to promote a greater sense of place over movement commensurate with the purpose of the route

Scope
Continue the existing one-way restrictions along Carleton Street, facilitating a wider footway to modern standards.
In-line parking bays retain existing parking for residents.
Contrailow cycle lane provides for cycle permeability from Black Walk / Cavendish Street.
Public realm improvements create a route that feels like an extension of the town centre / canal conservation area, promoting movement along this route

KEY

- PROPOSED FOOTWAY
- PROPOSED CYCLEWAY
- PROPOSED PUBLIC REALM / SHARED USE SPACE
- EXISTING OBSTACLES
- PROPOSED PAVED OBSTACLES
- PROPOSED ROAD MARKINGS
- PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
- PROPOSED TULL HEIGHT KEYS (482 OR SIMILAR)
- PROPOSED DROPPED LEVEL KEYS (20 OR SIMILAR)

NOTES:
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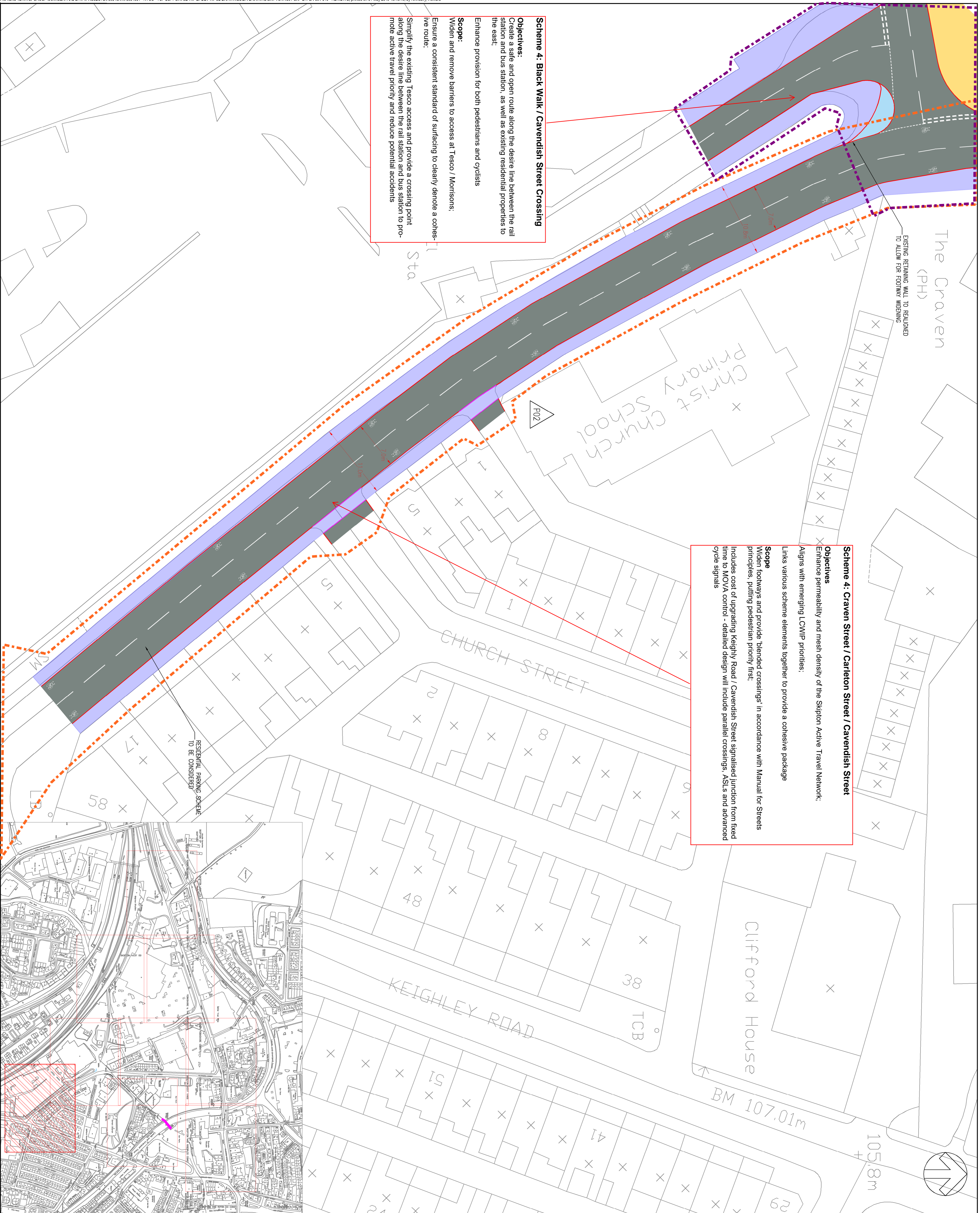
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REV	DATE	BY	DESCRIPTION
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P01	10.05.19	RF	FOR INFORMATION
CHK		APP	

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NO	DATE	BY	DESCRIPTION

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SCALE: 1:250	DRAWN: ND
PROJECT NO: 70054601	DATE: MAY 2019
DRAWING NO: 4601-SKP-DR-GA-007	REV: P02

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Scheme 4: Black Walk / Cavendish Street Crossing

Objectives:
 Create a safe and open route along the desire line between the rail station and bus station, as well as existing residential properties to the east.
 Enhance provision for both pedestrians and cyclists

Scope:
 Widen and remove barriers to access at Tesco / Morrisons.
 Ensure a consistent standard of surfacing to clearly denote a cohesive route.
 Simplify the existing Tesco access and provide a crossing point along the desire line between the rail station and bus station to promote active travel priority and reduce potential accidents

Scheme 4: Craven Street / Carleton Street / Cavendish Street

Objectives
 Enhance permeability and mesh density of the Skipton Active Travel Network;
 Aligns with emerging LCWIP priorities;
 Links various scheme elements together to provide a cohesive package

Scope
 Widen footways and provide 'blended crossings' in accordance with Manual for Streets principles, putting pedestrian priority first.
 Includes cost of upgrading Keighly Road / Cavendish Street signalised junction from fixed time to MOVA control - detailed design will include parallel crossings, ASLS and advanced cycle signals

NOTES:
 DO NOT SCALE

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KEY

- █ PROPOSED FOOTWAY
- █ PROPOSED CYCLEWAY
- █ PROPOSED PUBLIC REALM / SWAVED USE SPACE
- █ EXISTING CARBANKING
- █ PROPOSED PAVED CARBANKING
- █ PROPOSED ROAD MARKINGS
- █ PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
- █ PROPOSED 'FULL HEIGHT' KERB (K902 OR K902 OR SIMILAR)
- █ PROPOSED 'DROPPED LEVEL' KERB (K908 (R) OR SIMILAR)

DRAWING STATUS

REV	DATE	BY	DESCRIPTION	NO	DATE	BY	DESCRIPTION
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P01	10.05.19	RF	FOR INFORMATION	NO			

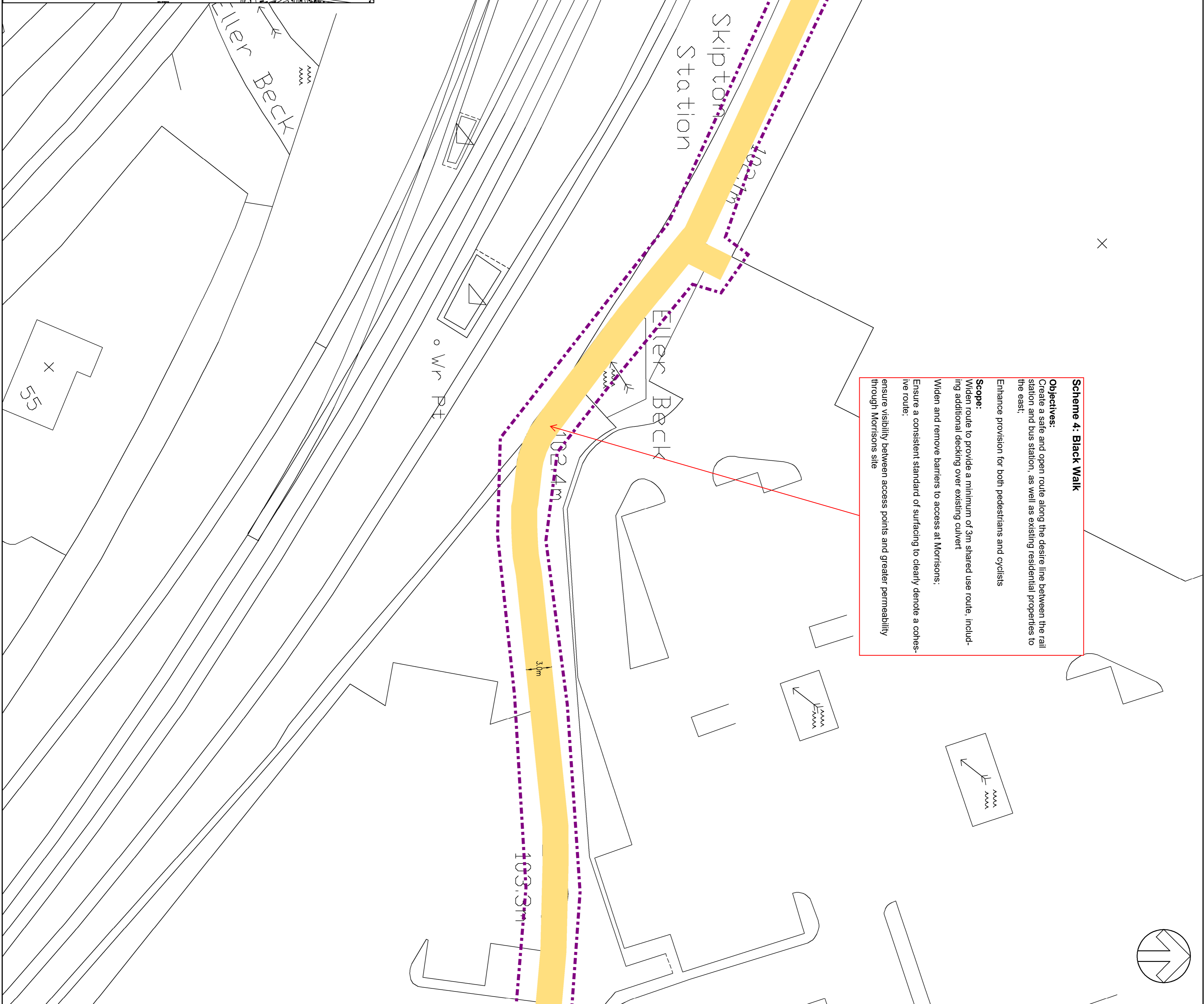
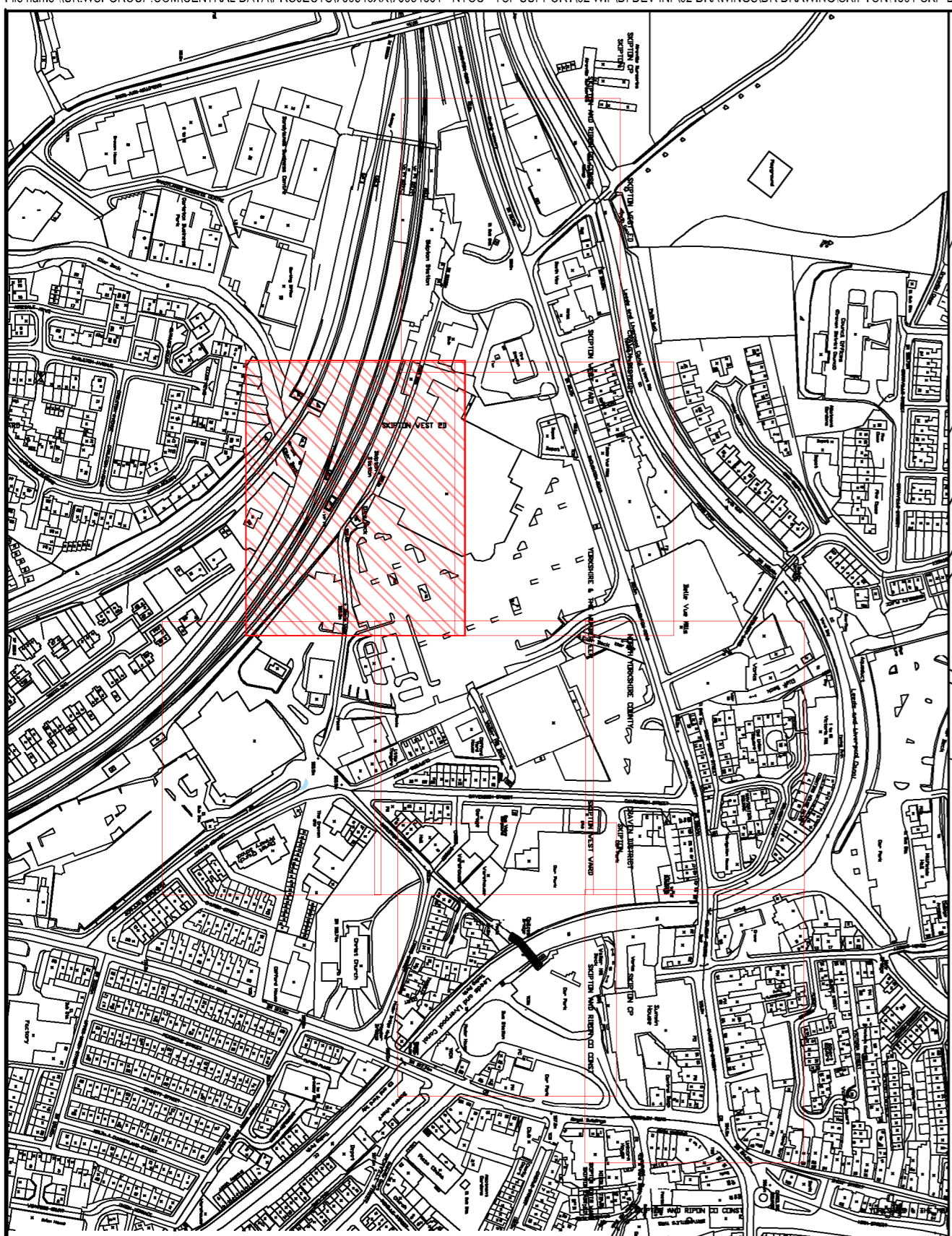
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STRUCTURAL:	
TITLE:	GENERAL ARRANGEMENT (SHEET 8 OF 10)
SCALE:	1:250
PROJECT NO:	70054601
DESIGNER:	PMW
DATE:	MAY 2019
DRAWING NO:	4601-SKP-DR-GA-008
REVISION:	P02

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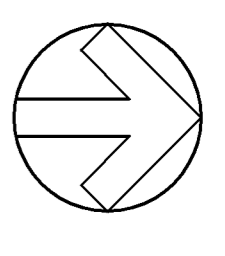


Scheme 4: Black Walk

Objectives:
 Create a safe and open route along the desire line between the rail station and bus station, as well as existing residential properties to the east.
 Enhance provision for both pedestrians and cyclists

Scope:
 Widen route to provide a minimum of 3m shared use route, including additional decking over existing culvert
 Widen and remove barriers to access at Morrisons;
 Ensure a consistent standard of surfacing to clearly denote a cohesive route.
 Ensure visibility between access points and greater permeability through Morrisons site

- KEY**
- PROPOSED FOOTWAY
 - PROPOSED CYCLEWAY
 - PROPOSED PUBLIC REALM / SHARED USE SPACE
 - EXISTING CARPARKWAY
 - PROPOSED ROAD MARKINGS
 - PROPOSED FOOTWAY / CYCLEWAY DELINEATOR
 - PROPOSED FULL HEIGHT KERB (REZ OR SIMLAR)
 - PROPOSED DROPPED LEVEL KERB (IN OR SIMLAR)



NOTES: DO NOT SCALE

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		CHK			
		APP			



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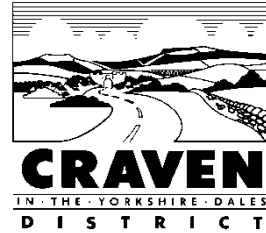
STREETWORK: NORTH YORKSHIRE COUNTY COUNCIL
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TITLE: GENERAL ARRANGEMENT
 (SHEET 7 OF 9)

SCALE @ A4	DRAWN	CHECKED	NO	DATE	APPROVED	DATE
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PROJECT NO: 70054801
 DRAWING NO: 4601-SKP-DR-GA-007
 SHEET: P01

Policy Committee – 17th September 2019



Information Management and Governance Strategy

Report of the Chief Information Officer

Lead Member: Councillor Linda Brockbank

Ward(s) affected: All

1. Purpose of Report

To seek Members' approval for the draft Strategy (attached).

2. Recommendations

Members are invited to:

1. Note the contents of the draft Strategy; and
2. (Subject to any comments) approve the adoption of the current draft.

3. Background

3.1.1 The Council's Information Management and Governance Strategy was developed in 2016 which describes the arrangements that the Council has put in place to embed and improve the measures to comply with legislation relating to information management and governance, and also to embed best practice across the Council's services. In the past year, this topic has received a much higher profile, largely because of changes in EU and UK law as a consequence of the introduction of the General Data Protection Regulation (GDPR), which, as well as introducing new rights for citizens, also requires organisations that are data controllers to: *'.....be responsible for, and be able to demonstrate compliance with [the data protection Principles] ('accountability')* [GDPR Article 5.2]

3.1.2 Coupled with these new legal requirements, the Information Commissioner has obtained new powers to take firm action against organisations that fail to adequately comply with the GDPR in particular. These powers have been widely trailed in the media, and while the threat of significant financial penalties in the case of a district council is low, nevertheless, any intervention or enforcement action by the Commissioner would have the consequence of unwelcome interest, and more significantly, damage the Council's reputation as a responsible data controller. The

Commissioner's regulatory and enforcement powers include the GDPR and Data Protection Act, and the Freedom of Information Act and Environmental Information Regulations.

- 3.1.3 Information is regarded as a valuable asset, and as well as ensuring that information (whether personal data or other sensitive business information) is held and processed securely, at the same time, in modern public services, there is a need to enable the lawful and appropriate sharing of information, for the efficient and effective provision of such services. There is a wide variety of legislation and also central guidance provided by central government, local government organisations, and the Information Commissioner. The Strategy seeks to ensure that the Council has a consistent and effectively managed approach to implementing these legislative and other requirements.
- 3.1.4 Supporting the Strategy will be a Delivery Plan, which will set out the detailed objectives of the Strategy, and the individual measures being implemented to enable the delivery of each of the objectives.

4. Financial Implications

All costs associated with this Strategy are included within existing budgets. As indicated, there is a risk that failure to implement controls to comply with the legislation could result in enforcement action against the Council, which ultimately could lead to a financial penalty.

5. Contribution to Council Priorities

In renewing the Council's commitment to meeting regulatory requirements, and incorporating best practice, the Strategy supports the Council's priority of Financial Sustainability seeking to ensure that the Council manages information assets effectively, efficiently and properly discharges its legal obligations.

6. Risk Management

An effective information governance framework will reduce the risk of non-compliance with legal obligations, and the risk of criticism, and ultimately enforcement action by the regulator.

7. Appendices

Appendix – Draft Information Management and Governance Strategy 2019-2022

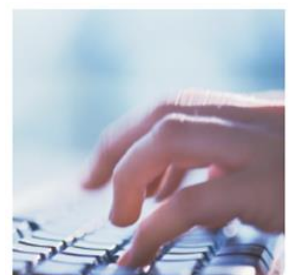
8. Author of the Report

David Roper-Newman, Information Governance Manager
Telephone: 01756 706336, email: droper-newman@cravendc.gov.uk



Information Management and Governance Strategy 2019 – 2022 [DRAFT]

Craven District Council



'Craven District Council aims to develop a culture amongst officers and elected members that properly values, protects and uses information for the benefit of the Council, its residents and other customers, and at the same time respects the rights of those who seek to obtain information about the Council'

www.cravendc.gov.uk

Craven District Council

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1 INTRODUCTION

This document sets out the Council's strategy for Information Management and Governance for the period from 2019 to 2022. It complements and is aligned with the separate ICT Strategy. It should be read in conjunction with the related Implementation Plan, which sets out how the Strategy will be implemented.

Since the first version of this strategy was prepared, covering the period from 2016 to 2018, a new regulatory framework has been introduced across the EU which in the UK has resulted in a fundamental change to the way that organisations manage and process personal data, including the General Data Protection Regulation (GDPR), and the Data Protection Act 2018 (which replaced the previous 1998 Act). There have also been some minor changes to the central guidance (not the legislation) relating to the handling of requests dealt with in accordance with the Freedom of Information Act.

This Strategy takes account of these changes, which, in the case of the GDPR, require greater accountability in organisations, including public authorities such as this Council, and provide additional and improved rights of access for individuals (or data subjects).

1.1 What is information management and governance?

'Information Management and Governance' includes the policies, procedures, and practices, taking account of laws and best practice that should, when taken together, ensure the security, confidentiality and availability of information throughout the organisation. The Strategy is intended to embed best practice across the Council's services.

In the context of a local authority, information management and governance will always include:

- **People** - the officers and elected members who handle and process the Council's information assets on a daily basis.
- **Places** – the physical security of the Council's buildings, premises, and systems.
- **Processes** - the day-to-day activities which are applied by the Council's officers and members in the handling of information, which should comply with the policies that have been agreed.
- **Procedures** – the policies and procedures which the Council deploys to implement the measures in the Council's strategy.

For the purpose of this strategy, the term 'information' covers data, documents, maps, records, emails, web pages, film, or CCTV images and voice recordings which are held in many formats within a variety of manually compiled and electronic systems, and includes 'personal data', that is, information about living individuals (as defined by the GDPR).

Craven District Council aims to maintain a culture of awareness amongst officers and elected members that properly values, protects and uses information for the benefit of the Council, its residents and other customers.

1.2 Why is there a need for such a strategy?

Effective information governance balanced in a proportionate way against risk forms the basis of dealing with the challenges presented by the scale and diversity of the Council's business activities; the nature and risks presented by the use of information technology; the external demands and expectations of residents and members of the public; and the requirements of the legal framework and the external regulators.

There is an increasing need to share information across the wider public sector and with certain other organisations, in order to provide improved customer services, and encourage collaborative working. This needs to be carried out in a way that complies with the law and respects and promotes individual rights.

Increased use of modern technologies means that access to information by members of the public and staff working in organisations means that information is often immediately accessible and available (or expected to be so), and there is a voracious appetite for information to be provided electronically and on-line, and immediately.

Coupled with this increased use of technology, there is a rapid and pervasive growth in different channels that enable access to and delivery of information. At the same time there is an increased prevalence of external actors attempting to steal valuable information whether through social engineering or increased 'cyber attacks', including 'phishing', and 'ransomware' that were not so significant when the first version of the Strategy was prepared.

Information is increasingly recognised as a valuable asset, not just the personal details of millions of taxpayers and benefit recipients, held by central and local government and other public authorities, but also information which helps influence local political decisions on, for example, the environment, housing, economy, planning, health, waste management, culture, leisure and tourism. Therefore it is essential that there is a coherent strategy for managing information effectively, and securely, and that the related policies, standards, and guidance are complied with.

The strategy records the determination of the Council's leadership team to continue to support officers and elected members in the improvement of handling, storage and use of information in a consistent manner across all the

Council's services. It also reflects the Council's commitment to respect the requirements of the GDPR and the Data Protection Act 2018 (DPA), in particular.

1.3 Achievements from previous strategy

The previous strategy covered the period up to 2018, and enabled the following more significant developments:

- Establishment of a Corporate Information Governance Group;
- Created a comprehensive set of information governance policies;
- Developed and provide awareness to newly appointed officers, and an ongoing e-learning programme;
- Developed a protocol for reporting security incidents;
- Provided regular communications through Core Brief on Information Governance-related issues;
- Conducted regular out of hours compliance checks;
- Encouraged officers to safeguard sensitive information;
- Assisted with Privacy Impact Assessments (now Data Protection Impact Assessments) where new initiatives involve personal data;
- Developed Privacy Notices for a wide range of Council services;
- Introduced new contract clauses on a range of data processor contracts;
- Ensured that requests for information are dealt with promptly;
- Provided support to Service Managers regarding data protection and Freedom of Information issues;
- Responded to requests for information sharing by outside organisations;
- Dealt with outstanding internal audit comments.

2 CONTEXT

2.1 National

The national context comprises an array of legislation relating to the management of information that places obligations on organisations to properly handle and protect information about individuals, and respond to requests for personal data, and in the case of public authorities to provide information about their activities, supported by guidance from the regulator for data protection and freedom of information – the UK's Information Commissioner.

At the same time, the possibility of data loss incidents, and the recurring threats to information management continue to remain a high priority for organisations in general to address, and public authorities in particular. This is especially so in the light of increased threats from third party 'cyber attacks'.

As well as the legislation already cited, the strategy also takes account of:

- The Local Government Data Handling Guidelines (2008)
- The Local Public Services Data Handling Guidelines (2018)
- The published guidance of the Information Commissioner's Office (ICO)
- The Transparency Code (2015), which places requirements on local councils for the routine publication of information.
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004

2.2 Local

The Strategy complements the Council's Plan and the related ICT Strategy. In particular, the delivery of this Strategy supports the Council's Priority of Financial Sustainability, by reducing the risk of unwelcome intervention by the regulator, and in the worst case, of enforcement action, and possible monetary penalties for failure to comply with our legal obligations.

The continued delivery of appropriate and efficient technology will enable better use of information and other assets, and in enabling cost effective and customer-focused services.

The nature of the Council's main office premises does place some limitations on the physical management of information, which requires concerted movement to less reliance on paper documents.

3 COMMUNICATION, CONSULTATION AND ENGAGEMENT

Communications will be achieved through the Communications Plan as described in the ICT Strategy. This will ensure a consistent and seamless approach, and ensure convergence between the two Strategies.

Consultation will be achieved through the Council's Corporate Information Governance Group.

Ad hoc reports will be provided to the Audit and Governance Committee as required.

4 STRATEGIC OBJECTIVES

4.1 Strategic Themes

This Strategy comprises the following strategic themes:

1. Ensuring the Council's compliance with regulatory regimes.
2. Supporting the protection of the Council's information assets.
3. Promoting employees' and elected members' responsibility to protect personal data (and other sensitive Council information) of residents, customers employees, etc (e.g. by providing appropriate training and awareness).
4. Providing effective and timely management of requests for information.
5. Promoting effective information sharing and maximising the use of information for the public good.
6. Improving Information Governance across the Council's activities.

4.2 The detailed objectives of the Strategy

These are to:

- **Continue the Implementation of a suitable and proportionate information governance regime**, including **embedding** improvements to accountability throughout the Council, so as to meet the Council's obligations in Article 5 of the General Data Protection Regulation (GDPR), and in particular supporting managers, the Corporate Information Governance Group and the Audit and Governance Committee.
- **Improve the Council's culture for employees and elected members** so that information is properly understood, valued, protected and better used, and support the introduction of HR policies and a Training Framework that support this aim.
- **Review and maintain a Policy Framework** and deploy best practice information management policies, standards and procedures that are consistently applied across the Council. These are to comply with guidance from the main regulators, i.e. the Information Commissioner, and the Surveillance Camera Commissioner
- **Promote the Council's legal obligations in the handling, storage and use of personal data so that they are compliant with the Data Protection Act and GDPR.**
- **Maintain a Performance Management Framework** to ensure that the Council's legal obligations in the provision of information in response to

requests are fully complied with (under the Freedom of Information Act, Environmental Information Regulations, Reuse of Public Sector Information Regulations, and the Data Protection Act).

- **Support the development of technical information procedures, practices and guidance** to ensure that information held and processed is accurate, up-to-date, complete, and readily available when required.
- **Support the lawful sharing of information with other public services partners** so that the maximum public benefit can be achieved so enhancing public services through greater access to and availability of information.
- **Support the Council's compliance with the requirements of the Transparency Code.**
- **Ensure that audit recommendations are implemented**, and that such recommendations are properly tracked.
- **Ensure that periodic assessments are made so as to provide assurance** as to compliance to the Chief Executive and Corporate Leadership Team, the Corporate Information Governance Group, and the Audit and Governance Committee that improvements are progressing at an appropriate pace.

4.3 Benefits to the Council

The following benefits will accrue from the implementation of the Strategy:

- Better management and protection of information.
- Raising the level of public trust and confidence in the Council's management of information.
- Reduced risk of accidental loss, theft or corruption of information.
- Reduced risk from inappropriate data sharing.
- Through the role of Information Asset Owners ensuring that the Council is aware of its information assets, and is better able to understand and mitigate related risks.
- Through the role of the Senior Information Risk Owner, ensure that the Corporate Leadership Team better understands the risks to information that the Council manages.
- Mitigating the likelihood of complaints to the ICO over the mishandling of information and requests.
- Mitigating the likelihood of enforcement action by the ICO, and risk of consequential financial penalties and reputational damage due to inadequate procedures.
- Reduced rework.

- Minimising the duplication of information.
- Minimising the wastage in collection and collation of information.
- Improve business decisions by ensuring that information is accurate and up to date.
- Enhancing officer awareness of the need for organisations to protect information.
- Ensure that the linked standards of Confidentiality, Integrity and Availability are promoted.

4.4 Implementation

The Information Management and Governance Strategic Implementation Plan provides the vehicle by which the implementation of this Strategy will be measured. This Plan follows the framework provided by the Local Public Services Data Handling Guidelines.

Monitoring of implementation will be overseen by the Council's Corporate Information Governance Group.

5 RISKS

The delivery of the Information Management and Governance Strategy will be through a portfolio of managed activities falling within the ICT Transformation programme as detailed within the Implementation Plan.

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

- Funding constraints, if the resources allocated to the Information Governance are not continued during the period of this 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 apply policies effectively.
- Lack of support from the Council's Corporate and Senior Leadership teams, including the support of the Service Managers.
- Changes in scope which may impact on cost, quality, timescales and resourcing.
- Resource constraints associated with running significant concurrent work activities.
- Important and urgent unforeseen organisational business priorities emerging which require significant assistance outside of the planned activities in the Implementation Plan.

6 CRITICAL SUCCESS FACTORS

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

- An improved **culture of awareness** throughout the Council, including visible compliance with physical security procedures, and respecting and valuing information.
- **Improved engagement of senior officers** across the Council, through the Corporate Information Governance Group.
- **Measurable awareness activities**, supported by regular employee and member involvement and assessments of engagement.
- An improvement in **compliance with information access legislation** by the timely provision of responses to requests.
- **Greater visibility and coherence and a consistent presentation of the Council's policies** relating to Information Management.
- A corporate approach to **Information Management which** continues to be supported including the implementation of relevant standards.
- The use of **Data Protection Impact Assessments on all new projects** involving the use of personal data.
- **Published privacy notices** for all the Council's activities, and a **published Information Charter**.
- **Regular communication** to employees and members of relevant and topical Information Governance issues.

The Strategy does not anticipate any reduction in requests for information, or of internal or external reviews against decisions. To some extent, such requests, particularly when they are made by local residents, demonstrate local awareness of information rights under the legislation.

The Council has very few cases where the ICO has intervened as a result of complaints. However, it is expected that as this Strategy is maintained, the likelihood of enforcement action by the ICO due to a failure of compliance with the GDPR/DPA, and the Freedom of Information Act is less likely over time.

7 GOVERNANCE ARRANGEMENTS

Governance will be provided through the Corporate Information Governance Group (CIGG) which is chaired by the Director of Services, and includes representation from the Senior Information Risk Owner (SIRO), senior managers and Information Asset Owners. Progress reports will be provided to the CLT.

The CIGG will review the Information Risk Register at every meeting, and support the SIRO in providing an assessment of the prevailing level of risk. The terms of reference are as follows:

CIGG will:

- Provide leadership support for improvements in information management and governance across the Council's activities.
- Consider and approve the Council's framework of policies for information management and governance.
- Regularly review the Council's information risk register, and where improvement is necessary, to advise and support changes.
- Regularly review the Information Management and Governance Delivery Plan.
- Approve the programme of culture change activities, including communications strategy, awareness programme, compliance activities, etc.
- Review the reports of any information security related incidents, lessons learned, and to make further recommendations.
- Review progress in responding to requests for information, including timeliness (for responses dealt with under the FoI Act, EIR, and Data Protection Act SARs).
- Review any data sharing arrangements.
- Review the Council's compliance with the Transparency Code.
- Recommend changes to HR processes/policies so as to support better compliance by officers.
- Report to the CLT and the Audit and Governance Committee on the level of assurance that applies across the Council.

APPENDIX - GLOSSARY

Term	Description/Definition
Automated data	Broadly speaking, any information held on a computer, or information recorded with the intention of putting it on a computer.
CLT	Craven District Council's Corporate Leadership Team.
Data	Information in a form which can be processed. It includes both automated data and manual data.
Data controller	A person or organisation who either alone or with others determines the purpose and means of processing of personal data. Data controllers are usually organisations, who handle automated data. There are some exemptions, such as certain charitable organisations. Data controllers are registered as 'fee-payers' with the Information Commissioner's Office and are subject to regulation.
Data processor	An individual or organisation that processes data on behalf of a data controller, but it does not include an employee of a data controller who processes such data in the course of their employment. Examples will include any service provider who delivers services, or performs any function on behalf of the data controller. Data processors must have a formal contract with a data controller and can also be subject to regulation by the Information Commissioner's Office.
Data Protection Act 2018	Also known as the DPA, sets out the way that organisations must handle personal data of individuals. It incorporates the seven data protection principles included in the GDPR that organisations must observe. The DPA includes provisions for the prosecution of those who commit criminal offences, and enforcement penalties for organisations who fail to comply with the Act.
Data subject	A natural (living) person to whom personal data relates.
Environmental Information Regulations 2004	Also referred to as EIR, similar to the Freedom of Information Act (see below), providing public access to recorded information held by public authorities on activities that impact on the environment. There are very limited exceptions from disclosure.
Freedom of Information Act 2000	Also known as the FoIA, is the legal means by which members of the public can obtain information held in recorded form from public authorities. Nearly all requests have to receive a reply within 20 working days. There are certain categories of information that are exempt from the Act, including information about individuals (personal data).
General Data Protection Regulation	(GDPR) a regulation comprising 99 Articles which was introduced across the EU in 1998, and is intended to strengthen and unify data protection for individuals in the member states. It includes the seven data protection

Term	Description/Definition
	principles, and also sets out the new requirements for the accountability of data controllers.
IAO	Information Asset Owner - this senior officer is usually the Service Manager who is responsible for ensuring that the risks to, and the opportunities for exploiting, information assets for which they are responsible, are monitored. The IAO does not need to be the creator or the primary user of an asset, but they must understand its value to the organisation. Any incidents relating to information assets must be reported to the IAO and SIRO.
Information Commissioner's Office	Also known as the 'ICO' is the UK's regulator for matters arising under the Data Protection and Freedom of Information Acts, and EIR (and some other legislation). The ICO can investigate complaints and incidents involving personal data, and take enforcement action against data controllers and processors, including levying 'Civil Monetary Penalties' or fines. The ICO can also take enforcement action against public authorities that fail to comply with the Freedom of Information Act and EIR. The ICO also issues Decisions in relation to the FoIA and the EIR.
ICT	Information & Communication Technology
Information Charter	Sets out the standards that individuals can expect from an organisation that holds their personal data or other information. An information Charter is published by the organisation, and demonstrates how the organisation values and can be trusted with personal information.
Manual Data	Information that is kept as part of a relevant filing system or with the intention that it should form part of a relevant filing system.
Personal data	Information relating to a natural person or living individual who can be identified from that information. This can be a very broad definition, depending on the circumstances, and is defined in Article 4 of the GDPR.
Data Protection Impact Assessment	A means by which the impact on individuals' privacy as defined by the GDPR can be assessed, so as to ensure that measures are taken to mitigate the risks of interference with the rights of people from any new initiative, systems, or other proposals.
Privacy Notice	Advises individuals of what they can expect when an organisation collects their personal data, including what will be done with the information, and, for example, with whom it may be shared. It also gives individuals details of how to

Term	Description/Definition
	obtain copies of their information how to complain to the ICO.
Processing	<p>Performing any operation or set of operations on data, including:</p> <ul style="list-style-type: none"> • Obtaining, recording or keeping data • Collecting, organising, storing, altering or adapting data • Retrieving, consulting or using data • Disclosing the data by transmitting, disseminating, sharing or otherwise making it available • Aligning, combining, blocking, erasing, deleting or destroying the data
Filing system	Any structured set of personal data which are accessible according to specific criteria, whether centralised, decentralised, or dispersed no a functional or geographical basis.
Subject Access Request (SAR)	A legal means by which an individual can obtain a copy of their personal data that is held by a data controller. An organisation has a month in which to reply. Requests are normally answered free of charge.
Special Category Personal data	Personal data of a type which data controllers are expected not to process, or only process in very limited, specific circumstances, and to take greater care of, including information relating to an individual's racial origin (ethnicity), political opinions, religious or other beliefs, trade union membership, genetic or biometric data, physical or mental health, sexual life and sexual orientation.
SIRO	Senior Information Risk Owner – senior Council officer with particular responsibility for information risk across the Council.
SLT	The Council's Senior Leadership Team made up of all Service Managers.

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Purpose

The purpose of this document is to define the Information Management and Governance Strategy for Craven District Council for the period 2019-2022.

Distribution

Copy to	CLT
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	Lead member for Internal Services
	File

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