

POLICY COMMITTEE

6.30pm on Tuesday 3rd March 2020

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: Brown.

AGENDA

1. **Apologies for absence and substitutes** – To receive any apologies for absence and notification of substitutes.
2. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 4 February 2020
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. **Minimum Revenue Provision (MRP) Policy Amendment 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – This report highlights the outcome of a review of the current policy for Minimum Revenue Provision and presents a revised Minimum Revenue Provision Policy Statement for 2019/20 onwards for approval.

6. **Revenue Budget Monitoring Report Q3 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 3 review of income and expenditure to the end of December 2019.

7. **Capital Budget Monitoring Report Q3 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the capital programme position of the Council based on the quarter 3 review of income and expenditure to the end of December 2019.

8. **Performance Monitoring Report Q3 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's Performance Monitoring Report for Quarter 3 2019/2020 in accordance with arrangements set out in the Council's Performance Management Framework.

9. **Leeds Credit Union Partnership Arrangement – Project Update** – Report of the Director of Services. Attached.

Purpose of Report – To update members on the progress of the Craven District Council (CDC) and Leeds Credit Union (LCU) Partnership arrangement.

10. **Craven Housing Renewal Policy 2020 – 2023** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval from Members for the Craven Housing Renewal Policy 2020 - 2023.

11. **Devolution Update** – Report of the Chief Executive. Attached.

Purpose of Report – To update Members on recent developments on devolution.

12. **Representation on Outside Bodies** – Report of the Solicitor to the Council (Monitoring Officer). Attached.

Purpose of Report – To appoint a second Member to represent the Council on the Strategic Partnering Board of the Joint Venture Company, Craven Barnfield Regeneration Limited.

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

14. **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
Telephone: (01756) 706486
E-mail: committees@cravendc.gov.uk
24 February 2020

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

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

4 February 2020

Present – The Chairman Councillor Foster and Councillors Brockbank, Heseltine, Lis, Morrell, Myers, Noland, Place, Solloway and Wheeler.

Officers – Chief Executive, Director of Services, Strategic Manager for Planning and Regeneration, Chief Finance Officer (s151 Officer), Accountancy Services Manager, Solicitor to the Council and Monitoring Officer, Human Resources Manager, Planning Manager, Exchequer and Performance Manager, Environmental Services Manager and Democratic Services Manager.

Also in attendance: Councillor Shuttleworth, Chair of Planning Enforcement and Building Control Working Group (agenda item 5 only) and Councillor Andrew Brown.

Start: 6.30pm

Finish: 8.30pm

Apologies for Absence and Substitutes: Apologies for absence were submitted by Councillors Barrett, Ireton, Madeley, Mulligan, Rose and Welch. Notification had been received that Councillor Solloway was to substitute for Councillor Barrett.

Confirmation of Minutes: The minutes of the Policy Committee meeting held on 14 January 2020 were confirmed as a correct record and signed by the Chairman.

Public Participation: There were no members of the public in attendance.

Declarations of Interest: There were no declarations of interest.

Minutes for Report

POL.1045

REVIEW OF PLANNING ENFORCEMENT AND BUILDING CONTROL

The Democratic Services Manager submitted a report which presented the Select Committee's review of Planning Enforcement and Building Control. The aim of the review was to make an assessment of performance and, where appropriate, make recommendations on a number of key areas. The review was conducted over two sessions when Select Committee received a range of evidence both written and verbal from the Planning Manager and the Planning Enforcement Team Leader.

In concluding the review, the Select Committee recognised that the service was currently operating a re-active service and it was clear that greater resources were needed to develop the service and manage planning enforcement pro-actively.

The Chair thanked the Select Committee for all their hard work in undertaking the review.

Resolved –

- (1) That recommendations one and three as set out in the Select Committee's review of Planning Enforcement and Building Control are agreed.
- (2) That whilst agreed in principle, further discussions by officers are required in relation to recommendation two. A report on a supplementary estimate will be submitted to Policy Committee in March 2020 or as soon as practically possible.

Minutes for Decision

POL.1046

PAY POLICY STATEMENT 2020/21

The Human Resources Manager submitted a report which sought approval to implement the Council's 2020/21 Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The

statement outlined the Council's policy towards the pay of the workforce, particularly senior staff and lowest paid employees.

Recommended – That implementation of the Council's 2020/21 Pay Policy Statement is approved.

POL.1047

COUNCIL PLAN 2020 AND BEYOND

The Chief Finance Officer (s151 Officer) submitted a report which presented the Craven District Council Plan 2020 and Beyond for approval. The Plan sets out the Council's agenda for improving service delivery to Craven's communities as well as organisational change. The Plan represented a substantial change to the 2019 Plan, with four new long-term priorities informed by the Peer Review process and a new strategic planning process. The Plan identified the Council's vision and priorities for Craven and intended outcomes. It also included the delivery mechanisms and projects the Council would implement to achieve those outcomes.

Recommended – That the Council Plan 2020 and Beyond is approved and delegated authority is given to the Chief Executive to:

- a) Make minor amendments including the revision of delivery mechanisms and amendments to timescales for delivery as necessary, in consultation with the Leader of the Council; and
- b) Agree performance indicators and associated targets that will be used to measure progress against the achievement of the priorities and objectives set out in the Plan.

POL.1048

CAPITAL PROGRAMME 2020/21

The Chief Finance Officer (s151 Officer) submitted a report which sought approval for the 2020/21-2023/24 capital programme, subject to there being sufficient capital resources.

Recommended –

- (1) That £2,847,850 of continuing projects from the 2019/20-2022/23 programme is noted and that no slippage has been confirmed at this stage.
- (2) That the new capital programme projects of £1,647,524 are approved.
- (3) That a total capital programme for 2020/21 of £4,495,374 is approved.
- (4) That the final allocation of funding for the 2020/21 capital programme is confirmed once the outturn position of the 2019/2020 revenue budget is finalised.

POL.1049

**REVENUE BUDGET 2020/21 AND MEDIUM TERM FINANCIAL
PLAN (MTFP) 2020/21 TO 2023/24**

The Chief Finance Officer (s151 Officer) submitted a report which identified a fully funded budget for 2020/21 together with a recommendation for a prudent level of general fund reserve balances for the financial year. The report also outlined the medium term financial plan (MTFP) to 2023/24.

As the settlement had not been confirmed, the 2020/21 budget was based on the draft grant settlement announced in December 2019. Little change to the figures was expected. As part of that announcement, the Secretary of State for Communities and Local Government gave permission for Council's to increase their Council Tax by 1.99%, without triggering a referendum or £5 whichever was the greater. A £5 increase gave a Council Tax of £177.21 at Band D.

In accordance with Section 25 of the Local Government 2003, the Chief Finance Officer (s151 Officer) made a specific personal statement that the revenue budget was robust and delivered a balanced budget in 2020/21.

During the debate, Members thanked the Chief Finance Officer (s151 Officer) and his team for all their hard work in producing a balanced budget.

Recommended –

- (1) That the revenue budget assumptions as detailed in the report are noted.
- (2) That the revenue budget for 2020/21 of £7,042,116 detailed in Appendix A to the report, is approved.
- (3) That the schedule of growth bids of £152,195 as detailed in Appendix C to the report, are approved.
- (4) That the savings of £68,000 as detailed in Appendix D to the report, are approved.
- (5) That a contribution from the New Homes Bonus Reserve of £225,000 is made to support the 2020/21 budget, subject to the realisation of the amber savings identified in Appendix D to the report, in addition to £137,000 for approved projects, giving a total of £353,000.
- (6) That the assessment of the robustness of the budget and the adequacy of reserves in Paragraph 10 and Appendix F of the report, is approved.
- (7) That the estimated sum of £995,000 as identified as the General Fund Balance as at 31 March 2020 in Paragraph 10 and Appendix F of the report, is approved.
- (8) That the Council Tax is increased at Band D by £5 to £177.21.
- (9) That the revenue budget incorporates the net contributions to / (from) earmarked reserves as detailed in Tables 1 and 2, Appendix A and Annex 1.
- (10) a) That as part of the budget setting report to Council, an update is provided on the estimated Craven District Council allocation of retained business rates North and West Yorkshire.
- b) That any significant variance to the figures included within the budget report proposals are adjusted through contributions (to) / from the business rates equalisation reserve.
- (11) That should additional resources be available through the retained business rates scheme, a matching contribution to the Business Rates Contingency Reserve is made to mitigate against future uncertainties.
- (12) That the funding sources identified in the report and Appendix A are approved:

		£'000
a)	Revenue Support Grant	-
b)	Rural Services Grant	280
c)	Housing Grants	46
d)	New Homes Bonus	564
e)	Retained Business Rates	1,720
f)	Business Rates Collection Fund (Deficit)	14
g)	Council Tax Collection Fund Surplus	25
h)	Council Tax	4,008
i)	Contribution from General Fund Balance	0
j)	Contribution (to)/from Earmarked Reserves	385
	Total Funding	7,042

- (13) That the Medium Term Financial Plan and the estimates of future years' budgets are noted.

POL.1050

**2020/21 TREASURY MANAGEMENT STATEMENT, MINIMUM
REVENUE PROVISION STATEMENT AND ANNUAL INVESTMENT
STRATEGY**

The Chief Finance Officer (s151 Officer) submitted a report which presented for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Statement, Prudential Indicators and the Annual Investment Strategy for 2020/21, as required by the Department of Communities and Local Government and CIPFA.

The Council was required to operate a balanced budget and part of treasury management was to ensure that cash flow was adequately planned with cash being available when needed. Surplus monies were invested in low risk counterparties with security of capital and liquidity of funds being considered before investment return. The counterparty lending limits enabled the Council to take full advantage of investment opportunities whilst maintaining a sufficient level of security of capital.

The strategy ensured that the required funding sources was available to support the Council's capital spending plans and longer term cash flow planning was necessary to ensure capital spending obligations were met.

The strategy also determined the limits of borrowing and investments that officers would apply over the next 12 months in order to ensure the Council's capital investment plans were affordable, prudent and sustainable.

Members were advised that all local authorities were required to prepare an additional capital strategy report to ensure that all Elected Members fully understood the overall long-term policy objectives and resultant capital strategy requirements, governance procedures and risk appetite.

Recommended –

- (1) That the operational boundary for 2020/21 is set at £10.5m.
- (2) That the authorised limits for 2020/21 is set at £12.75m.
- (3) That delegated authority is given to the Chief Finance Officer (s151 Officer) to effect movement within the agreed operational boundary and authorised limits for long-term borrowing for 2020/21 onwards.
- (4) That the Treasury Management Strategy Statement 2020/21 incorporating the Minimum Revenue Position Policy Statement and the Annual Investment Strategy, is approved.
- (5) That the Prudential Indicators for 2020/21, which reflect that the capital expenditure plans are affordable, prudent, and sustainable are approved.

POL.1051

CAPITAL STRATEGY 2020-2024

The Chief Finance Officer (s151 Officer) submitted a report which presented for approval a Capital Strategy that was intended to give a high level overview of how capital expenditure and financing plans are decided upon and how they contributed to the delivery of the Council Plan, Medium Term Financial Plan (MTFP) and overall delivery of services.

The Strategy would be refreshed on an annual basis to enable it to remain consistent with the Council Plan which was set periodically and refreshed in the intervening years. The Strategy gave a framework for budget considerations for the next four years and gave an indication of the likely factors that would have an impact on the budget setting process.

Recommended – That the Capital Strategy 2020-2024 is approved and that it will be refreshed on an annual basis alongside the Treasury Management and Investment Strategies.

POL.1052

CLIMATE EMERGENCY STRATEGIC PLAN

The Chief Finance Officer (s151 Officer) submitted a report which presented the Council's Climate Emergency Strategic Plan for approval following a climate emergency declaration made by Craven District Council. On 6 August 2019 the Council resolved that a strategic plan setting out how a carbon neutral District could be achieved and that this should be presented to Members within six months.

The plan had been compiled in partnership with many organisations and community groups across the District and it described how the Council would work towards becoming carbon neutral by 2030 both for its own operations and, together with partners, across the Craven District.

The report identified 7 strategic priorities:

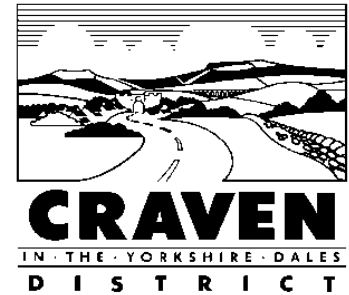
- Carbon neutral energy
- Carbon neutral development
- Travel and transportation
- Low carbon waste
- Land and nature
- Use of materials

- Our Council.

Recommended – That the Climate Emergency Strategic Plan is approved and delegated authority is given to the Chief Executive to:

- a) Make any minor amendments to the Plan including revision of the delivery mechanisms and amendments to timescales as necessary, in consultation with the Leader of the Council.
- b) Oversee the regular monitoring and reporting of progress in achieving the actions defined within the Plan, as part of the Council's performance management process.

Chairman

Policy Committee**3rd March 2020****Minimum Revenue Provision (MRP) Policy
Amendment 2019/20****Report of the Chief Finance Officer****Lead Member Councillor Patrick Mulligan****Ward(s) affected: All****1. Purpose of Report**

- 1.1 This report highlights the outcome of a review of the current policy for Minimum Revenue Provision and presents a revised Minimum Revenue Provision Policy Statement for 2019/20 onwards for approval.

2. Recommendations – Members are recommended to:

- 2.1 It is recommended that the updated Minimum Revenue Provision Policy Statement for 2019/20 onwards is approved.

3. Report**Background****3.1. Legislation and guidance**

Regulations 27 and 28 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (as amended in 2008) require an annual charge in respect of outstanding capital debt liability, termed Minimum Revenue Provision (MRP) to be made. The regulations require that local authorities calculate a level of MRP they consider to be prudent.

The MHCLG document, Statutory Guidance on Minimum Revenue Provision (latest version in 2018), clarifies the issue of prudence, setting out that an authority should arrange for its debt liability to be repaid over a similar period to that which the asset associated with the capital expenditure provides benefits. It provides a number of options (not exhaustive) by which this could be achieved.

These options are described below:

- (i) The regulatory method – this is the old system of determining MRP. This includes making a MRP of 4% of the outstanding debt, amended by Adjustment A (the difference between the credit ceiling and the Capital Financing Requirement on 1st April 2004).
- (ii) The CFR method – a simplification of the above and involved setting MRP equal to 4% Capital Financing Requirement at the end of

- preceding financial year.
- (iii) The asset life method – this method requires MRP to be charged over the asset life using equal instalments or annuity calculation. The asset life is determined in the year MRP commences and is not subsequently revised.
 - (iv) The depreciation method – this requires depreciation accounting to be followed, including impairment should the asset last for a shorter life than originally set.

Whilst Councils are required to have regard to the guidance, they are allowed to set their own policy outside of the options given if it can be demonstrated that this would be prudent.

The Regulations also require authorities to prepare an annual statement of their policy on making MRP for submission to their full Council (or closest equivalent level) for scrutiny and approval before the start of the financial year. The original statement may be revised during the year by the full Council or the appropriate body of Members where required.

3.2. Current policy for 2019/20

The current MRP Policy Statement, approved by Policy Committee on 5 February 2019, is as follows:

For capital expenditure incurred before 1 April 2008, or which in the future will be Supported Capital Expenditure, the MRP policy will follow the existing practice outlined in former MHCLG regulations – that is cost spread equally over 25 years providing an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will make a provision based on the estimated life of the assets, in accordance with the regulations. This option provides for a reduction in the borrowing need over approximately the asset's life.

3.3. MRP review

A review of the Council's MRP was undertaken by the Council's Treasury Management advisers, Link Asset Services. As well as an independent assessment of the Council's Capital Financing Requirement and MRP charged, the review suggested alternative options for the provision of MRP. The options proposed for adoption are set out below.

3.3.1. Annuity method over 50 years for capital expenditure incurred before 1 April 2008

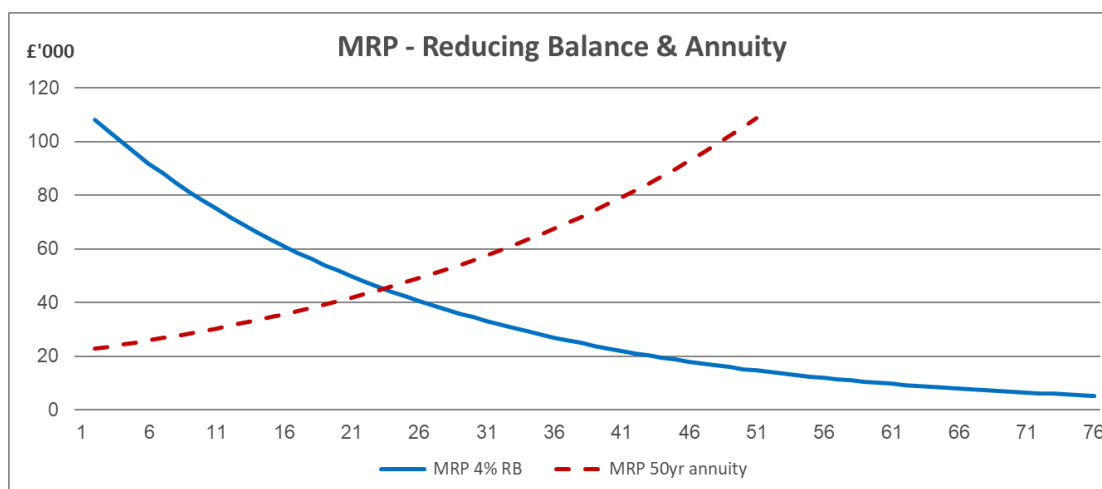
The MRP Guidance includes the use of the annuity method when making MRP on an asset life basis within its recommended options for unsupported borrowing. The annuity method calculates MRP on the same basis as a

principal repayment on a typical mortgage, i.e. it starts lower and increases each year.

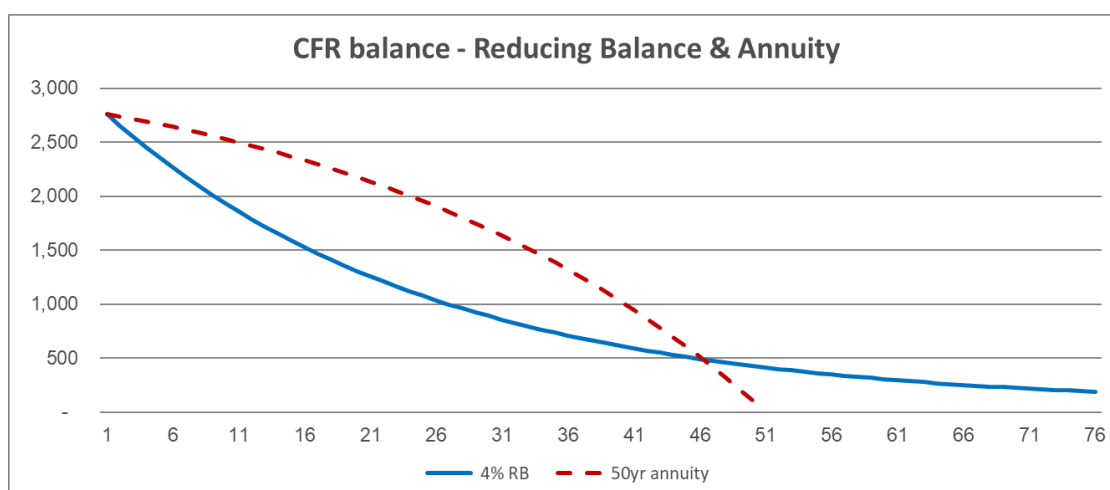
An argument for using the annuity method is that it provides a fairer charge than equal instalments as it takes account of the time value of money, whereby paying £100 in 10 years' time is less of a burden than paying £100 now. The schedule of charges produced by the annuity method thus results in a consistent charge over an asset's life, taking into account the real value of the amounts when they fall due.

The advantage of this approach is that MRP will fully cover capital expenditure incurred over this finite timeframe. Because the current method is based on a reducing balance, the debt is never fully repaid, and it would take over 200 years for it to reduce to near zero. This proposed change would result in budget savings over the short and medium term, however overall the amount charged to the General Fund in the long term remains the same. When the time value of money is considered the actual impact will be a benefit of £308k in cash terms overall.

The chart below compares the annual MRP charge for both methods. This shows that MRP would drop substantially (from approximately £108k to £23k), for this proportion of the total annual charge in the first year, if the annuity method was adopted. Savings then taper out over the next 21 years.



This next chart shows how the Capital Financing Requirement (CFR) is impacted under the two methods. The CFR is the total amount of capital expenditure that has not yet been financed from resources such as capital grants, capital receipts or MRP, and represents the total amount debt. The CFR is written down more slowly initially under the proposed annuity method (as annual MRP is lower) until 2040-41, at which point the annual charge is greater than the existing method. The graph also shows that the total debt (CFR) is written down in its entirety by year 50.



Crucially, using the annuity method over a fixed 50-year period ensures that the CFR is written down in full within the specified timeframe which is considered a more prudent approach overall. In contrast, by year 50, the 4% reducing balance method has around 13% (£359k) of the total debt from day one, still to write down.

The difference in the MRP charge for this element of the CFR for 2019/20 and the next 5 years is shown in the table below:

Year	Current method £'000	Annuity method (50 years) £'000	Difference £'000
2019/20	101	23	(78)
2020/21	97	24	(74)
2021/22	93	24	(69)
2022/23	90	25	(64)
2023/24	86	26	(60)
2024/25	83	27	(56)

3.3.2. Use of capital receipts and other capital resources to repay debt for unsupported borrowing since 2008

The Council had £2.068m of capital receipts held in its Usable Capital Receipts Reserve as at 31 March 2019. Capital receipts are usually utilised to finance capital expenditure as it is incurred. However, they can also be utilised to repay the Council's debt liability (CFR), i.e. to finance previous years' expenditure that

has not yet been financed by another source. Repaying the debt liability using capital receipts reduces the amount of MRP required in future years.

Similarly, other resources such as revenue reserves, grants or contributions that are not earmarked for future capital expenditure could be set aside to repay the existing debt liability.

£452k of capital receipts or other resources has been identified as available to repay the existing debt liability. Utilising these to repay debt liability related to expenditure between 2008/09 and 2010/11 would reduce MRP in 2019/20 by £80k.

The difference in the MRP charge in 2019/20 and the next 5 years resulting from the application of capital receipts and other available resources to the existing debt liability for expenditure post-2008 is shown in the table below:

Year	Current method £'000	Using capital receipts £'000	Difference £'000
2019/20	118	38	(80)
2020/21	69	39	(29)
2021/22	68	39	(28)
2022/23	68	39	(28)
2023/24	68	39	(28)
2024/25	63	39	(24)

3.3.3. Voluntary Revenue Provision (VRP)

In addition to the MRP required as per the Council's policy, an additional amount known as Voluntary Revenue Provision (VRP) can be set aside as deemed appropriate. VRP reduces the CFR in the same way as MRP but can be reversed in later years. The MRP strategy should include the cumulative amount of VRP charged to date in order for it to be subsequently reversed. Amounts set aside from revenue as per section 3.3.2 above would be deemed to be VRP.

3.3.4. Loans to Third Parties

Where loans are made to third parties for a capital purpose and increase the Council's debt liability consideration needs to be given to MRP. However, it can be considered prudent to not make MRP for these loans where regular repayments are received and the receipts from those repayments are set aside

to reduce the CFR instead. Where the Council believes that repayments due will not be received, provision of MRP should be considered.

The Council has made one such loan to Craven College and the MRP policy should be amended to reflect this situation.

3.3.5. Impact of proposed changes

The overall difference in the MRP charge in 2019/20 and the next 5 years resulting from the changes above is shown in the table below;

Year	Current method £'000	Revised method £'000	Difference £'000
2019/20	229	61	(158)
2020/21	166	63	(103)
2021/22	161	63	(98)
2022/23	158	64	(92)
2023/24	174	65	(89)
2024/25	146	66	(80)

3.4. Revised MRP Policy

A revised MRP Policy Statement reflecting the above is attached at Appendix 1. It is recommended that this policy is approved to apply from 2019/20 onwards.

4. Financial and Value for Money Implications

4.1 The financial implications are set out in detail within the body of the report.

5. Legal Implications

5.1 The powers to make the decision are set out in paragraph 3.1

6. Contribution to Council Priorities

6.1 The policy change will support financial resilience in the medium term and in the longer term, ensure that provision for debt is made in a sustainable way.

7. Risk Management

7.1 The policy change results in a positive revenue impact in the medium term. The revenue impact of the policy change results in a greater revenue charge being made in the medium/longer term, but when the time value of money is considered the impact is mitigated. The proposal lengthens the period over which provision for debt is made but ultimately ensures it is repaid in a reasonable timeframe.

8. Equality Impact Analysis

8.1 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.

9. Consultations with Others

9.1 The council's external auditors are being consulted on the proposed change.

10. Background Documents

10.1 Treasury Management Strategy – Policy Committee February 2020

11. Appendices

- Appendix 1 Amended MRP Policy

12. Author of the Report

Richard Weigh, Chief Finance Officer
Telephone: 01756 706
E-mail: rweigh@cravendc.gov.uk

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

Appendix 1**Minimum Revenue Provision Policy Statement**

The Council is required to make an annual provision from revenue to reduce its debt liability. This provision is known as the Minimum Revenue Provision (MRP). The Council sets its MRP policy in accordance with the main recommendations within the Guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003.

For the financial year 2019/20 onwards the following MRP policy shall apply;

- For the element of debt liability relating to capital expenditure incurred before 1 April 2008, MRP will be provided over a 50 year period on an annuity basis.
- Capital expenditure incurred from 1 April 2008 (including PFI and finance leases) will be subject to MRP in the year after the asset becomes operational. MRP will be provided based on the estimated life of the assets using the equal annual instalment method. As some types of expenditure are not capable of being related to an individual asset, asset lives will be assessed on a basis that most reasonably reflects the anticipated period of benefit that arises from the expenditure.
- For loans to third parties, the capital receipts received from regular repayments will be set aside to reduce the debt liability and therefore no MRP will be provided. Where repayments are not likely to be made, or a loan is impaired in accordance with accounting requirements, MRP will be made as deemed appropriate by the S.151 officer.
- Amounts set aside from revenue in excess of the MRP required by the Council's policy is deemed to be Voluntary Revenue Provision (VRP). Future MRP may be reduced by previous amounts of VRP set aside as deemed appropriate by the S.151 officer. As at 31st March 2019 the amount of VRP set aside is £nil.

Policy Committee – 3rd March 2020

REVENUE BUDGET MONITORING REPORT - QUARTER 3 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 3 review of income and expenditure to the end of December 2019.

2. Recommendations

- 2.1 Members to note the Revenue Budget position as at 31st December 2019.
- 2.2 Members note the latest position of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2020/21 budget and beyond.
- 2.3 Members note the draw on the Planning Reserve of £75,000 to contribute to the spend on Agency Staff within the Service.
- 2.4 Members note that a sum of £10k will be set aside from the in-year budget contingency to fund projects in support of the devolution agenda. Further reports to Policy Committee will be made as the agenda develops.

3. Report

- 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 of £53,172. Giving a revised Net Revenue Budget £6,788,786.

3.2 Quarter 3 Financial Performance – Revenue Budget

Based on the December Budget Monitoring exercise, the Council's performance against budget is a forecasted underspend of £116k for the financial year. However, the volatility of the Council's income streams, highlighted in section 3.19 of this report, could mean that any reduction in the

estimated income could reduce the surplus to a deficit.

3.3 Service Related Costs

Services are currently showing a projected favourable variance of £116k. 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.

3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 36% of Budgeted Revenue Expenditure. Based on Quarter 3 performance, net forecasted underspends in staffing costs are £193k. This consists of salary cost underspends equal to £622k being offset by spending on Agency staff of £429k.

3.5 The quarter 1 revenue update report described how the Council is using Agency and temporary staff. Appendix C shows the detailed breakdown of Agency staff usage.

3.6 Also stated at quarter 1 some of the savings have arisen as a consequence of employing trainees or Modern Apprentices. This continues to be the case at quarter 3 and the Council is currently utilising trainee or Modern Apprentice employees across a number of Services.

3.7 The Planning Service has had to utilise a significant amount of Agency or temporary staff over the last 9 months. As a result, it is proposed in this report to draw £75k from the planning reserve to alleviate some of the cost pressure from the service.

3.8 As the devolution debate continues, the council may wish contribute to projects that will help to support the development of the agenda within the district and the region and as such, it should set aside a contingency sum of £10k to facilitate this. Separate reports will be brought to the Policy Committee as the agenda develops.

3.9 Enterprising Craven: (Appendix A2)

The majority of the under and over spends within the Enterprising Craven priority, can be attributed to Employee related costs or savings and so are included in the narrative 3.4-3.6.

- £25k of the forecasted surplus can be attributed to higher than expected income from the Street naming and Numbering (GIS) service.

3.10 Resilient Communities: (Appendix A3)

Excluding those that are employee related, the following sets out the significant variances;

- Pool employee costs net overspend of £57k and overspends in the utility costs of £25k. Conversely the Revive Café is forecasting a £7k underspend due to increased revenue (£24k) offset by an increase in employee costs (£17k).
- Income for the Commercial waste service is performing above target, £50k current forecasted.

3.11 Financial Sustainability: (Appendix A4)

The underspends within Financial Sustainability can mainly be attributed to employee related costs.

- ICT are forecasting an overspend of £15k in Application and Software costs.

3.12 Corporate

At the end of the Quarter 3 the Corporate Costs outside the Net Cost of Service are as expected.

3.13 Projected financial performance at the end of Q3 is summarised in Table 1

Table 1: Summary of Q3 Forecasted Outturn Position as at 31st December 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	601,620	695,204	714,677	19,473	2.80%	3.7
Resilient Communities	1,832,298	1,958,828	1,936,131	(22,697)	1.16%	3.8
Financial Sustainability	3,401,129	3,370,452	3,257,804	(112,648)	3.34%	3.9
Total Service Related Costs per Priority	5,835,046	6,024,484	5,908,612	(115,872)		
<u>Corporate Costs</u>						
Investment Income	(120,000)	(120,000)	(120,000)	0		3.10
Interest Payable	255,710	255,710	255,710	0		
Minimum Revenue Provision	280,000	280,000	280,000	0		3.10
Revenue Funding of Capital Programme	409,248	409,248	409,248	0		
Corporate Contingency	75,000	14,344	14,344	0		3.10
Net Revenue Budget Before Contributions	6,735,004	6,863,786	6,747,914	(115,872)	1.69%	
Transfers to/from reserves, NHB & Grant	(969,776)	(1,098,558)	(1,098,558)	0		
Total Revenue Budget 2019/20	5,765,228	5,765,228	5,649,356	(115,872)	1.98%	
Amount to met by C. Tax & Business Rates	(5,765,228)	(5,765,228)	(5,765,228)	0		

3.14 Income & Savings Plan

The Council's financial pressures will continue. The current estimate from the 2019/20 Medium Term Financial Plan (MTFP) is that, cumulative savings or income of £329k will be required for 2020/21, £576k for 2021/22, £703k for 2022/23 and £1,275k for 2023/24. The latest MTFP was taken to Policy in February this year, as part of the Budget setting report.

- 3.15 As at the end of Quarter 3, £2k of savings have been confirmed as achieved (or classed as 'green'), although a number are in progress and will be reported in Quarter 4. Also, savings totalling and classed as 'green' have been included in the 2020/21 budget, with a further £188k classed as 'amber' at this stage. The latest outturn position gives confidence that sufficient in-year savings and additional income will be generated to support the latest reported position. It must be emphasised however that any variation to the latest outturn figure will directly impact on the target for this and subsequent years, where more permanent savings are required, based on current assumptions.

3.16 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, as will wider risks around the future of local government funding. Further analysis of the risk areas which are varying is shown below.

3.17 Waste Collection:

The Original Budget for the Domestic Waste Collection was £640k, this has since been revised to £662k by the end of this quarter. The current forecasted outturn is £818k; this is a variance of 23.57%. This is due to an increase in staffing costs, vehicle maintenance and a vehicle still having to be sourced on a hire basis, until a replacement can be arranged.

3.18 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 £335k, but this is based on estimates for the last 5 months as recent invoices have not yet been received. The associated Recycling Credit income was originally budgeted at £378k, at Q3 it is currently forecasted to be £390k.

3.19 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 Q4 report.

3.20 Skipton Town Hall

The original budget for Skipton Town Hall & Museum income was £145k. The current total forecast is £140k, this is due to a reduction in the expectation in the special event income. The Budget Setting report listed this risk as a high

impact and unfortunately the special event income is not expected to achieve its target, but the rental income is forecasting slightly higher to offset the shortfall.

3.21 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 December these were 3% ahead of target (3.5% in January). The income streams which have performed well in Quarter 3 are Car Parking, Waste Management and Bereavement Services. However, this is still a forecast and it will be kept updated for the remainder of the year. Income streams have been reviewed as part of the 2020/21 budget setting process and budgets adjusted based on the improved performance over the last few years.

3.22 Budget monitoring clinics are held with budget holders on a regular basis.

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

3.24 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix D.

3.25 Business Rates:

The Council is continuing its membership of the North Yorkshire & West Yorkshire Business Rates Pilot in 2019/20.

3.26 The Council estimated that it would receive £1,893k from Business Rates in 2019/20. This is being monitored in line with other budgets. It is assumed that any surpluses will be transferred into the Business Rates Reserve.

3.27 The Business Rates Contingency Reserve had 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 2020. However, for the Mobile Infrastructure relief approved at Policy in June 2019, £108k will be spent over the next 7 years.

3.28 The current year pilot rates pool will end on 31st March 2020. In order to try to maintain the financial benefits delivered through a pooled approach, an application has been made to government to establish a North & West Yorkshire pool for 2020/21. The new pool will operate on a basis that retains 50% of business rates growth and would mean that the total amount due in levies compared to not having pool arrangement is less.

3.29 Financial Position

3.30 The Council had a General Fund unallocated balance of £995k at 1 April 2019. It is expected that this balance will remain during 2019/20.

3.31 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 further changes to Local Government Funding. For 2019/20 this level was agreed as adequate. The current MTFP will assumed the balance will be maintained at a similar level.

- 3.32 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.
- 3.33 The Council had £6,642k in earmarked reserves at 1 April 2019, this was revised from £7,218k as part of the Final Accounts Audit adjustments. Budgeted and in year Contributions of £566k, less £787k of budget utilisation in 19/20 and the previous commitments for future year's use means an estimated balance at 31st March 2020 of £4,908k. The details are shown in table 3.

Table 3: Earmarked Reserves

Reserve	Opening Balance 01-Apr-19 £'000	Net Budgeted in Year Utilisation (1) £'000	In Year & Year End Contributi ons to/from £'000	Future Year Commitm ents approved but not yet utilised £'000	Available Balance 31 March 20 £'000
New Homes	2,319	268		(1,196)	1,390
Planning	465	-	(75)		390
Enabling Efficiencies	302	(60)			242
Vehicles	338	(182)			156
ICT	511	(35)		(127)	349
Buildings	460	(45)		(81)	334
Insurance	80	10			90
Business Rates Contingency	1,150	-	(18)	(108)	1,024
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	6,642	(128)	(93)	(1,512)	4,908

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

- 3.34 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.

- 3.35 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.

4. Financial and Value for Money Implications

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

5. Legal implications

- 5.1 None as a direct result of this report. The Council set a balanced budget for 2019/20, and is required to annually.

6. Contribution to Council Priorities

- 6.1 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.

7. Risk Management

- 7.1 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop its plans to mitigate against the Budget Gap that is evident in the MTFP, which is caused by the on-going reductions to council funding.

8. Equality Impact Assessment

- 8.1 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.

9. Consultations with Others

- 9.1 None

10. Access to Information : Background Documents

- 10.1 None

11. Appendices

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

Appendix B – Green and Amber items on the Income & Savings plan

Appendix C – Agency Staff Usage by service

Appendix D – Car Parking Income Performance

12. Author of the Report

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

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)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	601,620	93,584	695,204	714,677	19,473	2.80%	
A3	Resilient Communities	1,832,298	126,531	1,958,828	1,936,131	(22,697)	1.16%	
A4	Financial Sustainability	3,401,129	(30,677)	3,370,452	3,257,804	(112,648)	3.34%	
Total Service Related Costs		5,835,046	189,438	6,024,484	5,908,612	(115,872)		

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%	
Corporate Contingency	75,000	(60,656)	14,344	14,344	0	0.00%	
Net Revenue Budget Before Contributions	6,735,004	128,782	6,863,786	6,747,914	(115,872)	1.69%	
Transfers to/from reserves, NHB & Grant	(969,776)	(128,782)	(1,098,558)	(1,098,558)	0	0.00%	
Total Revenue Budget 2019/20	5,765,228	0	5,765,228	5,649,356	(115,872)	2.01%	
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)/Over spend 2019/20 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	(1,960)	118	(1,842)	(6,185)	(4,343)	235.72%	2 x vacant posts, partly off-set with agency costs, higher forecasted income based on ytd
Liquor Licencing	(31,675)	118	(31,557)	(32,496)	(939)	2.98%	2 x vacant posts, partly off-set with agency costs.
Street Signs & GIS	56,382	442	56,825	29,833	(26,991)	47.50%	Higher forecasted Income based on year to date.
Historic Buildings	4,000	0	4,000	4,000	0	0.00%	
Building Control - Non Fee Earning	37,907	168	38,075	37,912	(163)	0.43%	
Building Control - Fee Earning	(37,468)	7,433	(30,035)	(28,028)	2,006	6.68%	Salaries slightly higher than budget
Local Plan	225,993	1,747	227,740	275,056	47,316	20.78%	3x vacant posts, partly off-set with agency costs and external services.
Local Land Charges	(94,509)	18	(94,491)	(85,860)	8,630	9.13%	Salaries and overtime higher than budget
Development Control	130,129	71,180	201,309	291,693	90,384	44.90%	Some salary savings, however a high agency cost to decrease backlog of workload.
Total Cultural Services incl. Museum & Skipton TH	274,320	7,916	282,236	188,701	(93,535)	33.14%	Savings from salaries £61k
Total Arts Development	38,500	4,443	42,943	40,050	(2,893)	6.74%	
Total Enterprising Craven	601,620	93,584	695,204	714,677	19,473		

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)/Overpend 2019/20 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	40,590	276	40,866	37,747	(3,119)	7.63%	Saving from reduced grant expenditure and increased partner contributions
Customer Services	262,245	1,135	263,380	229,561	(33,820)	12.84%	Salary savings due to vacancy and Team Leader savings
Revenues & Benefits Services (Including Cost of Collection)	203,173	1,057	204,230	166,468	(37,762)	18.49%	Salary Savings
Partnerships & Communications and Sporting Events	167,914	720	168,634	178,388	9,754	5.78%	Slight overspends in salaries, reduced project income partially offset with special event income
Democratic Services	96,139	709	96,848	84,798	(12,050)	12.44%	
Democratic Representation	183,451	(355)	183,097	187,711	4,615	2.52%	
Elections	70,262	314	70,576	88,313	17,736	25.13%	
Electoral Registration	70,132	20	70,152	73,021	2,869	4.09%	
Shared Ownership Scheme	(38,100)	104	(37,996)	(30,466)	7,530	19.82%	
Joint Venture	0	0	0	585	585		
Car Parks	(1,180,196)	424	(1,179,772)	(1,186,423)	(6,651)	0.56%	
Public Conveniences	56,882	338	57,220	74,203	16,983	29.68%	Cleaning and maintenance costs - budget set too low for 19/20
Amenity Areas/Aireville Park	116,082	(347)	115,735	104,439	(11,296)	9.76%	£10k LAPIF grant
Private Garage Sites	(30,712)	99	(30,613)	(35,603)	(4,990)	16.30%	

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	22,674	662,471	817,622	155,151	23.42%	Slight underspend in salaries, however off-set with high agency costs and current hire vehicle.
Refuse Collection - Commercial	(260,292)	(11,860)	(272,153)	(350,489)	(78,336)	28.78%	Increase of trade waste income.
Street Cleansing	372,998	(2,327)	370,671	413,218	42,547	11.48%	
Recycling	460,260	(2,866)	457,394	341,352	(116,043)	25.37%	Salary savings of £78K due to the appotionment of salaries across all waste services (this has been addressed ahead of 20/21). £46K underspend in transport costs.
Clean Neighbourhoods	88,804	425	89,229	95,545	6,317	7.08%	
Mechanics Workshop	(1,314)	(2,121)	(3,436)	8,977	12,413	361.28%	Overspend of £9K within employee costs - £6K overtime.
Waste Management Service Unit	211,490	53,287	264,777	326,333	61,556	23.25%	High overtime payments, use of Pendle Council & hire of van to deliver commercial bins.
Garden Waste Scheme	(160,811)	214	(160,598)	(160,823)	(226)	0.14%	
Environmental Health Services	290,928	9,304	300,232	303,081	2,849	0.95%	£30K of salary savings.
Flooding	0	0	0	0	(0)		
Aireview House	19,040	367	19,407	25,091	5,684	29.29%	
Homelessness	229,490	46,144	275,635	275,887	252	0.09%	
Private Sector & Housing Enabling	(13,509)	(22,897)	(36,406)	(58,143)	(21,738)	59.71%	£35K salary savings and additional grant income.
Housing Service Unit	23,090	84	23,174	28,834	5,660	24.42%	
Total Economic Development	336,886	16,717	353,603	212,984	(140,619)	39.77%	Overspend coming from external services, offset with 1x vacancy salary saving. Grant Income received.
Total Leisure Services	19,043	15,107	34,150	105,785	71,635	209.77%	Pool employee costs net overspend of £52k and overspends in Supplies and services £18k. Revive Café forecasting a £20k underspend due to increased revenue offset by an increase in employee costs.
Total Bereavement Services	(441,464)	(215)	(441,679)	(421,862)	19,816	4.49%	Sales at Waltonwrays and burial charges at Ingleton lower than budgeted. £10k of unbudgeted CAMEO payments due to cremator delays
Total Resilient Communities	1,832,298	126,531	1,958,828	1,936,131	(22,697)		

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	9,314	505,241	484,739	(20,502)	4.06%	Salary & related savings
Business Support	205,906	657	206,563	165,756	(40,807)	19.76%	Salary savings plus income from NYHTG
Human Resources & Training	155,583	241	155,824	133,756	(22,068)	14.16%	Salary savings plus health and safety savings
Legal Services	125,887	798	126,685	117,769	(8,916)	7.04%	Salary savings
Corporate Costs	860,728	(30,201)	830,527	839,223	8,696	1.05%	Overspends in external services, bank charges & public indemnity insurance, partially offset with government grant
Financial Services	518,075	1,334	519,409	425,023	(94,387)	18.17%	Salary savings and external services savings
Properties; Misc, Bus, Depots, BVS, SU, Estates	589,379	(14,343)	575,036	603,600	28,564	4.97%	BVS service charge £21k overspend, £13k overspend on bus station cleaning, overpend on equipment & professional fees at Skipton Depot. Overspends partially offset by £50k salary and related savings within Assets & Projects
ICT & Transformation	449,644	1,522	451,166	487,939	36,773	8.15%	Forecasted Agency usage resulting in a £16k overspend in employee costs. £15k overspend in application and software costs
Total Financial Sustainability	3,401,129	(30,677)	3,370,452	3,257,804	(112,648)		

Craven District Council Income & Savings Plan**Income & Savings Action Plan 2019/20 - 2022/23 v2 at Jan 2020****Reporting Spreadsheet****Key:**

Green	Income / Savings achieved - low risk
Amber	Income / Savings in progress- further work required - medium risk

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2019/20	2020/21	2021/22	2022/23					
11		Back scan documents so can reduce building and retrieval costs	Amber	M	M	0	10,000	10,000	10,000	N	Y	Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tennent identified.	Paul Ellis	Darren Maycock
12	PrSe	Develop Land for Shared Ownership or Market Rent Housing	Amber	H	H	26,400	26,400	48,400	48,400	Y	N	Complete 1 in Giggleswick, 2 Sutton, 3 Glusburn. Expected 2019/20 4 Glusburn 3 Sutton Expected 2020/21 10 Skipton	Paul Ellis	Wyn Ashton
13	PrSe	Income from the space in BVS to be let out.	Amber	M	H	0	50,000	50,000	50,000	N	Y	Income only - no estimation of costs associated yet.	Paul Ellis	Darren Maycock
14	EnSe	Commercial waste - attract 50 new accounts. Resigned all existing accounts. AND ensure new model is continuing to work for Craven	Amber	M	H	0	100,000	100,000	100,000	N	N		Paul Ellis	Wyn Ashton
15	EnSe	Developers to pay for new bins on housing developments.	Amber	M	H	0	2,000	2,000	2,000	N	N	Local plan, once adopted can have a sublemenatry arranegment, that speciefies developers pay for the bins.	Paul Ellis	Wyn Ashton
TOTAL AMBER SAVINGS						26,400	188,400	210,400	210,400					
16	IT	IT – Contract up for renewal. Transfer of Mitel to virgin media – savings.	Green	H	H	2,000	5,000	5,000	5,000	N	N	Contract now re-negotiated, part year savings in 19/20, full year effect from 20/21 onwards	Paul Ellis	Darren Maycock
17	IT	IT – Contract up for renewal. NYNET – savings.	Green	H	H	0	8,000	8,000	8,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
18	ReBe	Revs and Bens Northgate System Annual Licence Renewal 3 year £15k annual reduction & no RPI increase	Green	H	H	0	15,000	15,000	15,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
19	CuSe	Customer Services – Post has been deleted from structure and looking at if possible to reduce one more post. Currently target for calls is 90% but looking to reduce it to 85%. Hub – community safety officer currently in position full time but looking to see if this is required and whether this can be reduced.	Green	M	M	0	40,000	40,000	40,000	N	N	Complete in 19/20. 2 posts deleted from the structure for 20/21. CSO - was planning to review but the Comm. Safety Hub is progressing so loath to reduce the resource. Leave until we see how the HUB proresses - HUB based at CDC? Hub resources. Stat duty to provide HUB	Paul Shevlin	Sharon Hudson
TOTAL GREEN SAVINGS						2,000	68,000	68,000	68,000					
TOTAL ALL SAVINGS						83,400	382,500	429,500	429,500					

Total	Amber	26,400	188,400	210,400	210,400
Total	Green	2,000	28,000	28,000	28,000
		83,400	342,500	389,500	389,500

TARGET 2019/20 **300,000 500,000 700,000 1,000,000**

Agency Budget Analysis of Services and Forecasted Spend in Salaries:

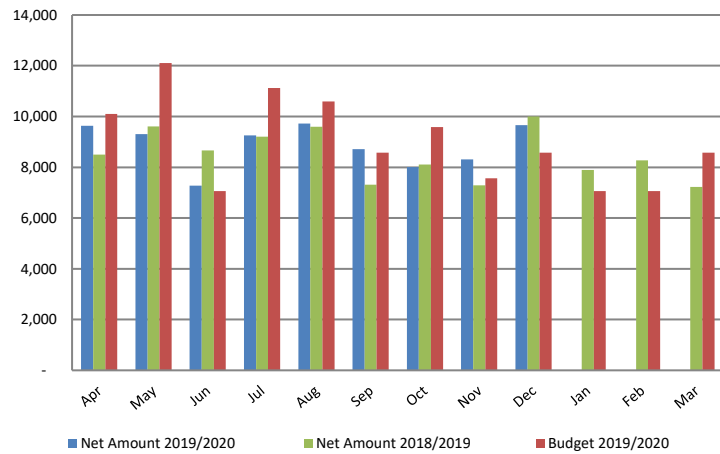
Agency Actual Outturn 2018/19 £	Service	Agency Actual as at Q3 2019/20 £	Agency Revised Budget as at Q3 2019/20 £	Agency Variance End Dec 19 -ve/+(ve) £	Reason for Agency Appointment
59,300	Revive - Craven Leisure Cafe	9,999	-	9,999	Covering Chef Role - Recruitment succesful
67,879	Refuse Collection-Domestic	96,932	28,500	68,432	covering Waste Management operational roles
-	Refuse Collection-Commercial	13,714	-	13,714	covering Waste Management operational roles
41,006	Street Cleansing	62,731	-	62,731	covering Waste Management operational roles
55,894	Assets & Commercial Services (S/Unit)	42,982	-	42,982	Fulfilling Surveyor Role
25,977	Garden Waste Service	20,839	-	20,839	covering Waste Management operational roles
-	Hackney Carriages	12,847	-	12,847	Covering Vacancy of licensing technician - Recruitment underway
-	Licencing	12,847	-	12,847	Covering Vacancy of licensing technician - Recruitment underway
146,936	Local Development Framework	76,207	-	76,207	Planning Policy cover
119,524	Development Control	73,251	8,625	64,626	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	7,500	1,826	A few hours a week to maintain service provision as a consequence of a reduction in hours by a member of staff
-	Information Technology Services	19,913	-	19,913	Covering project Manager role until recruitment is complete
631,256		473,482	44,625	428,857	

Parking Fees Apr - Dec 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	£9,263	£9,212	£11,124	£12,291	£11,499	£10,773	£44,759	£44,078	£41,240	£57,951	£57,047	£61,396	£ 2,141	£ 1,809	£ 1,725
August	£9,720	£9,602	£10,595	£11,620	£12,800	£12,071	£48,447	£51,552	£48,300	£59,877	£63,933	£63,983	£ 1,475	£ 1,563	£ 1,623
September	£8,718	£7,313	£8,575	£11,366	£10,076	£11,075	£39,827	£40,263	£40,698	£53,292	£53,932	£55,844	£ 2,380	£ 1,688	£ 1,828
October	£8,014	£8,108	£9,590	£10,518	£11,491	£11,075	£35,764	£40,643	£36,204	£53,213	£53,649	£55,339	£1,783	£1,957	£1,522
November	£8,306	£7,284	£7,571	£10,013	£9,424	£10,067	£34,546	£34,275	£32,214	£49,418	£50,476	£48,335	£1,664	£1,434	£1,573
December	£9,662	£9,995	£8,575	£10,734	£10,670	£10,571	£33,423	£32,594	£31,206	£57,129	£59,400	£55,844	£1,974	£1,756	£1,725
January															
February															
March															
	£79,901	£78,278	£85,298	£98,006	£97,852	£97,812	£354,991	£366,688	£335,954	£485,885	£500,191	£500,196	£ 16,710	£ 15,422	£ 14,359
Variance	(1623)		(5,397)	(154)		(194)	(11,697)		(19,037)	(14,306)		(14,311)	(1,014)		(1,750)

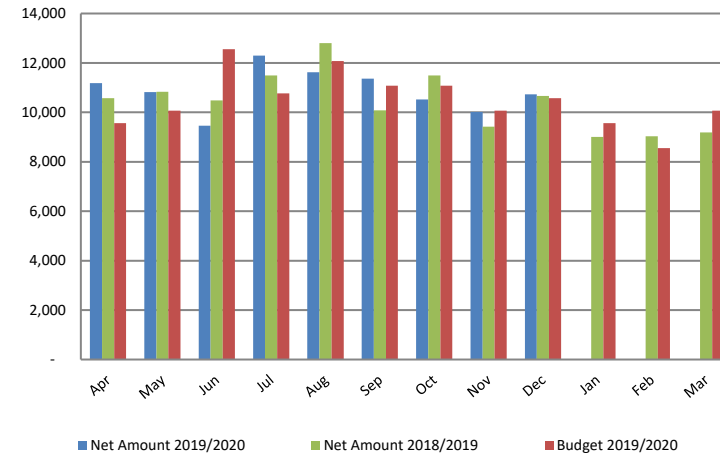
2019/20	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	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	£ 5,785	£ 5,124	£ 5,730	£ 7,237	£ 6,706	£ 6,312	£ 3,955	£ 3,454	£ 2,561	£ 3,069	£ 2,767	£ 2,500	£ 6,891	£ 5,121	£ 4,537
August	£ 6,622	£ 6,889	£ 6,525	£ 8,065	£ 8,487	£ 7,518	£ 5,451	£ 5,201	£ 2,561	£ 2,367	£ 2,630	£ 3,002	£ 8,377	£ 6,310	£ 5,047
September	£ 5,980	£ 5,304	£ 5,730	£ 6,229	£ 5,398	£ 5,808	£ 3,563	£ 3,243	£ 2,561	£ 2,155	£1,865	£ 2,000	£ 5,848	£ 4,376	£ 5,042
October	£4,600	£4,998	£4,019	£4,799	£5,526	£5,106	£3,186	£2,054	£2,254	£1,808	£1,258	£1,201	£4,452	£4,701	£4,537
November	£4,967	£4,316	£4,321	£4,195	£3,930	£3,804	£2,734	£2,371	£1,692	£ 896	£1,575	£1,001	£4,143	£4,041	£3,528
December	£4,597	£3,837	£3,718	£3,826	£3,360	£3,006	£2,119	£1,512	£ 820	£ 284	£ 298	£ 400	£3,199	£3,069	£2,519
January															
February															
March															
	£48,851	£46,246	£46,434	£52,322	£51,841	£48,582	£31,537	£ 26,371	£ 19,215	£ 17,549	£ 17,823	£ 15,302	£51,567	£41,868	£37,309
Variance	(2,605)		(2,417)	(477)		(2,836)	(3,064)	of 19	(9,049)	(274)		(2,247)	(9,716)		(13,048)

Cavendish Street



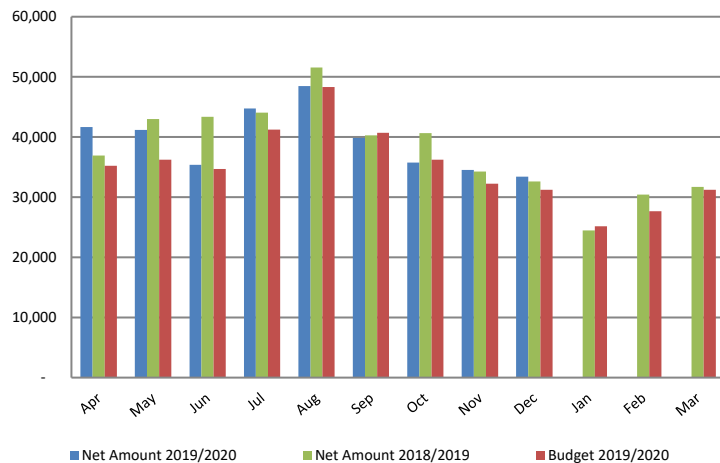
Comments: Income increased by 2.07% (£1623) over same period last Year and down by 6.32% (£5,397) on budget

Waller Hill



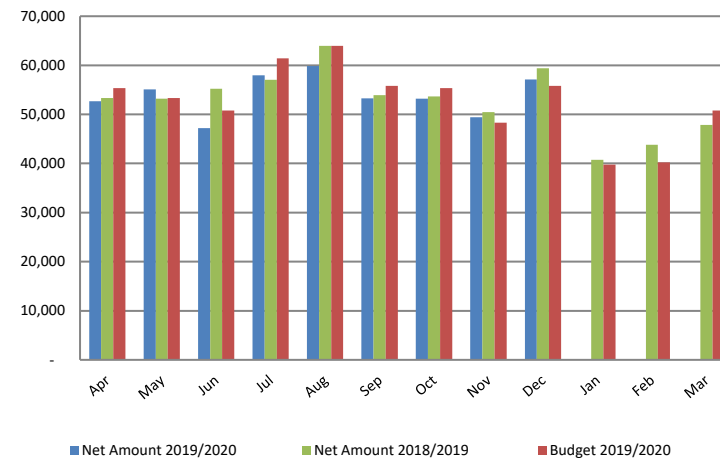
Comments: Income increased by 0.15% (£154) over same period last year and up by 0.04% (£194) on budget

Coach Street

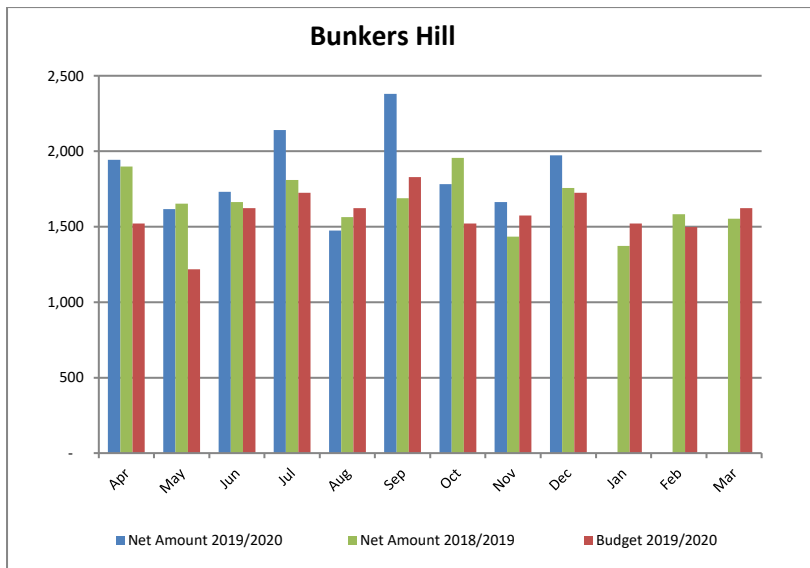


Comments: Income decreased 3.19% (£11,697) over same period last year and up by 5.66% (£19,037) on budget

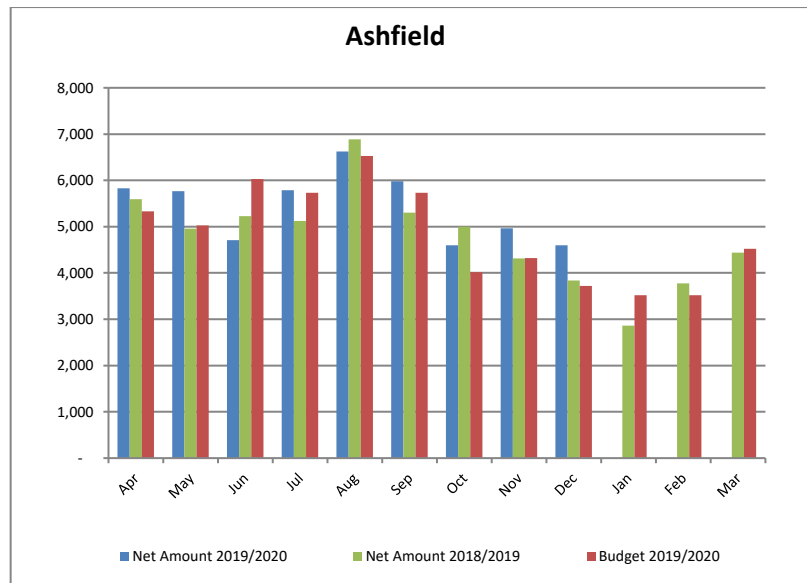
High Street



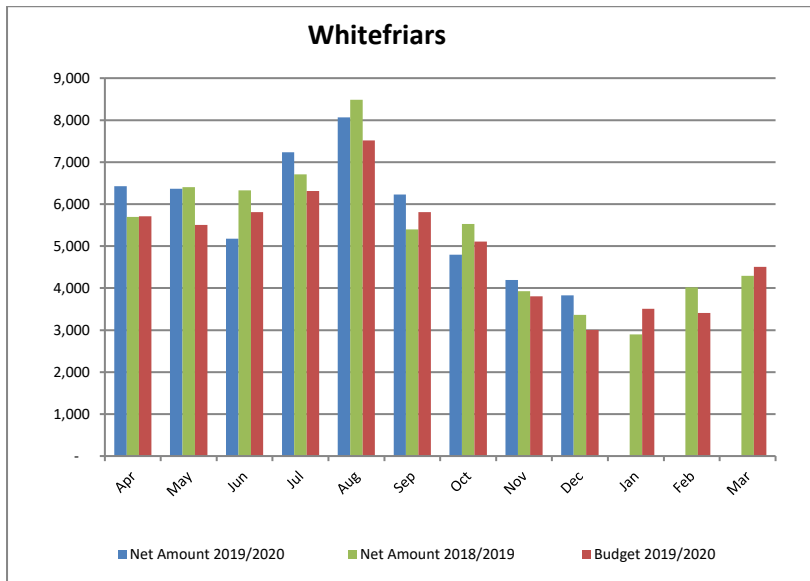
Comments: Income decreased by 2.86% (£14,306) over same period last year and down by 2.86% (£14,311) on budget



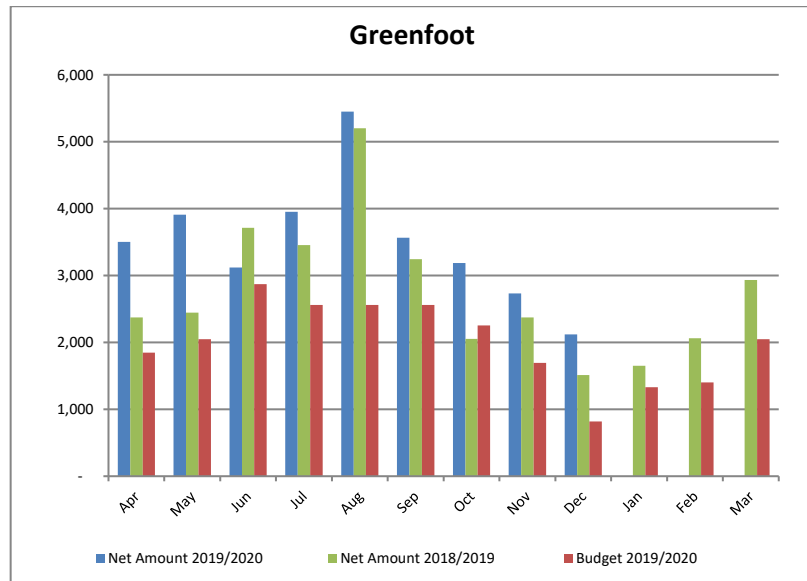
Comments: Income increased by 8.35% (£1,288) over same period last year and up by 16.37% (£2,351) on budget



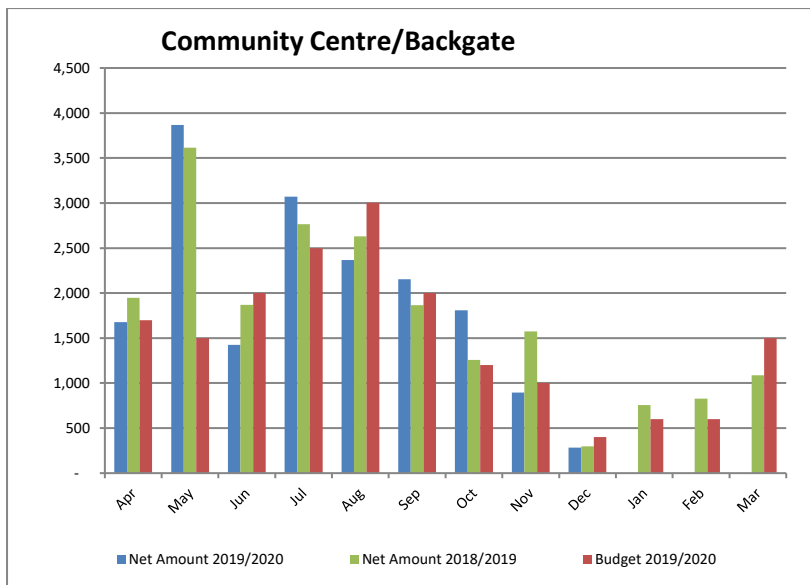
Comments: Income increased by 5.63% (£2,605) over same period last year and up by 5.21% (£2417) on budget



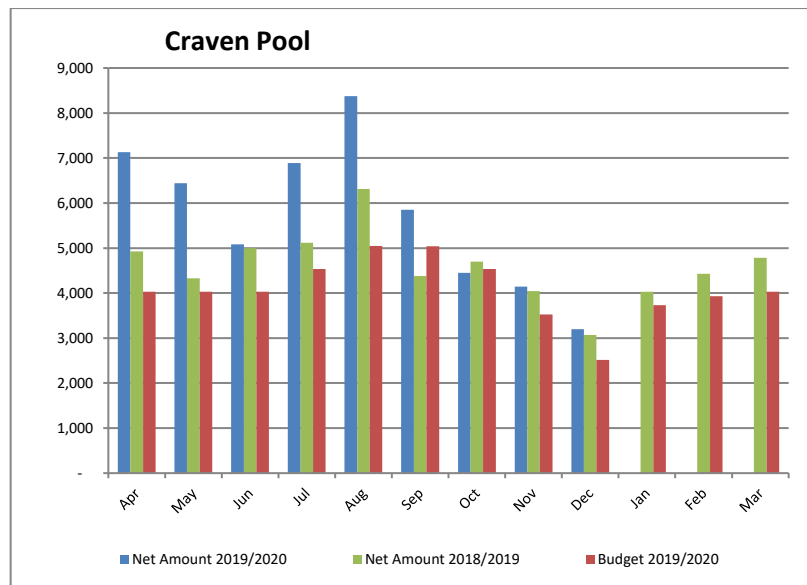
Comments: Income increased by 0.92% (£481.) over same period last year and up by 7.69% (£3,740) on budget



Comments: Income increased by 19.58% (£5,166) over same period last year and up by 64.12% (£12,322) on budget



Comments: Income decreased by 1.53% (£274) over same period last year and up by 14.68% (£2,247) on budget



Comments: Income increased by 23.17% (£9,699) over same period last Year and up by 38.21% (£14,258) on budget

Policy Committee – 4th March 2020

Q3 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 3 review of income and expenditure to the end of December 2019.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2019/20 Capital Programme as at the 31st December 2019.
- 2.2 Members note the 2019/20 Capital Programme and the proposed funding.

3. **Report:**

- 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 4.2. 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 £8,645k.
- 3.3 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 31st December expenditure on the programme was £2,162k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2019/20 £	Expenditure at Q3 2019/20 £	Forecasted Outturn Q3 2019/20 £	Estimated Slippage (20/21) at Q3 2019/20 £
Council Properties	2,789,581	986,849	2,780,810	-
ICT	264,263	56,959	202,396	61,867
Private Sector Hsg & Empty Homes	4,319,347	645,408	4,319,347	-
Recreation & Leisure	1,102,227	453,033	1,027,228	75,000
Town/Village Plans	62,643	-	62,643	-
Vehicles	107,000	20,172	107,172	-
Total Capital Programme	8,645,061	2,162,422	8,499,596	136,867

- 3.4 The forecasted spend for the Skipton Waterfront Scheme Project has increased by £59k and the funding for this is external as part of the growth deal. As at Q2 there has been an indication that £75k of the £125k Supplementary Estimate for the DNAire project won't be utilised until 2020/21. Since the Q2 report it has also been indicated that two of the ICT projects may slip into 20/21. These are the Integrated Asset Management System and the InCab Communications & Web Portal Systems. All slippage will be confirmed as part of the closedown process.
- 3.5 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 2019/20 projects would be monitored by CLT, as would progress on projects within the wider Programme.
- 3.6 Capital Programme Financing
- 3.7 Resources available to fund the capital programme together with a forecast of future receipts and programme costs are shown in Table 2.
- 3.8 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 latest Medium Term Financial Plan 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	1,108	1,108	1,058
In Year resources - (Capital Grants/receipts received)	4,265	3,509	733	733
Use of in Year Capital grants	1,349	3,409	683	683
Use of Capital Receipts	3,891	100	100	50
Total Use of Capital Resources	5,240	3,509	783	733
Contribution From NHB Reserve	360	75	-	-
Contribution From Enabling Efficiencies Reserve	35	-	-	-
Contribution From Vehicles Reserve	108	330	310	50
Contribution from IT Reserve	192	102	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	3,261	507	350	120
Forecasted Capital expenditure in year as per Appendix A	8,500	4,016	1,133	853
Capital Receipts at end of Year (CRR)	1,108	1,108	1,058	1,058

- 3.9 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.
- 3.10 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. Potential contributions have been identified and thus far approximately £220k could be applied to reduce the council’s funding and will be reflected in future outturn reports when it is confirmed.
- 3.11 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. The Programme assumes that the £2,920k will be fully used in 2019/20, however it seems likely that the majority of the allocation will be carried forward into 2020/21 to match the timing of anticipated project delivery.

4. Financial and Value for Money Implications

- 4.1 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 £4,265k 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.

5. Legal implications

- 5.1 None relevant

6. Contribution to Council Priorities

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

7. Risk Management

- 7.1 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.

8. Equality Impact Assessment

- 8.1 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.

9. Consultations with Others

- 9.1 None

10. Access to Information : Background Documents

10.1 None

11. Appendices

Appendix A – Capital programme detailed analysis

12. Author of the Report

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E-mail: jhordern@cravendc.gov.uk

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

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 £	Total Programme 2019/20 £	Expenditure at Q3 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Bereavement	Cremator Replacement	Clair Cooper	6049				-	8,237	(8,237)		-	Snagging work is being completed wk/c 3/2/20, and should complete in next 2 wks. After this point the retention of £32,765.00 can be paid. Project will then be complete & fully paid
Assets & Commercial Services - Bereavement	Exit Drive at Waltonwrays	Clair Cooper	6052	28,000			28,000	-	28,000		28,000	This has not been progressed due to staffing constraints. It is looking likley it will need carrying forward to 20/21
Assets & Commercial Services - Bereavement	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044		13,000		13,000	-	13,000		13,000	Project has been delayed, this will now be picked up in the new financial year, funding to be carried forward.
Assets & Commercial Services - Housing	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050		74,880		74,880	-	74,880		74,880	No progress reported
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	35,000			35,000	11,333	23,667		35,000	Programme will be complete at the end of March 2020.
ICT & Transformation Services	Idox Implementation	Darren Maycock	6266		19,396		19,396	1,207	18,189		19,396	Complete
Assets & Commercial Services - ICT	Integrated Asset Management System	Darren Maycock	6277		16,550		16,550	-	16,550	16,550	-	Now deferred to 2020, lack of PM resource, funding to be carried forward.
Assets & Commercial Services - Vehicles	Replace Maintenance Vehicles	Darren Maycock	6305	20,000			20,000	20,172	(172)		20,172	Complete
ICT & Transformation Services	Digitisation and Archiving Project	Darren Maycock	6278		96,000		96,000	44,420	51,580		96,000	BVS Archiving will not be complete until Q1 2020, delays due to extending BVS Office Moves timetable, funds to be carried forward.
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock		10,000			10,000	-	10,000		10,000	Programme will be complete at the end of March 2020.
ICT & Transformation Services	Replace UPS units	Darren Maycock	6279	30,000			30,000	-	30,000		30,000	Batteries replaced in UPS' within existing resources, project now deferred for 3 years, money can be put back to reserves. New capital bid will be created.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Total Programme 2019/20 £	Expenditure at Q3 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q3 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	8,940	670,209		679,149	Demolition of existing extension buildings and all internal strip out complete; internal structural alterations complete on Museum side and partially completed on Concert Hall side. Reinforcement, foundations and steel frame for new extension to rear, complete. Some structural issues experienced with gable end of Concert Hall – unconventional arrangement, structurally unstable - required underpinning and construction of new foundations, resulting in some delays; date of contract completion now October. Museum interpretation outline complete, oral histories collected locally and participant generated content from NLHF project to feature in new displays.
Assets & Commercial Services	Redevelopment of Town Hall/Museum HLF - CDC Funded Element	David Smurthwaite	6032		202,138		202,138	871,674	(669,536)		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	9,239	8,761		9,239	Project complete.

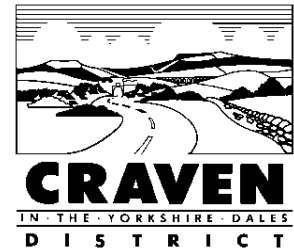
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Total Programme 2019/20 £	Expenditure at Q3 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Craven Leisure	To refurbish and replace existing fitness kit	Hazel Smith	6113		21,666		21,666	19,241	2,425		21,666	Essentially completed. However, some kit delivery is outstanding and therefore not yet invoiced. Kit delivery is imminent and therefore invoice will be received and paid by financial year end.
Assets & Commercial Services - Craven Leisure	New Filters	Hazel Smith	6115	25,248			25,248	25,093	155		25,093	Project fully complete. No more spend anticipated.
Assets & Commercial Services - Parking Services	Parking payment machine replacement	Helen Townsend	6009	40,000			40,000	14,436	25,564		40,000	As per previous quarter awaiting for official approval in fees and charges before ordering software, signs etc
Assets & Commercial Services - Parking Services	10 x Parking Spaces at Pool	Helen Townsend	6010 CK01	25,000			25,000	25,145	(145)		25,145	Work completed, created 18 bays
Assets & Commercial Services - Parking Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX	4,000			4,000	-	4,000		4,000	Lighting works have been held up. Awaiting NYCC legal team to agree conditions of terms with third party for electric works.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Total Programme 2019/20 £	Expenditure at Q3 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q3 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	An on going review of this project is underway in conjunction with HR and ICT. Project Board established with delivery plan set to implement early in 20/21, though some expenditure will be incurred in 19/20.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129	-	225,000		225,000	-	225,000		225,000	Work is progressing. The Canal & River Trust have moved the completion date to end of February 2020.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138	-	62,643		62,643	-	62,643		62,643	Work is underway and on schedule for completion by January 2020
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	TBC	-	303,260	59,362	362,622	378,890	(16,269)		362,622	Work is progressing. Two-thirds of the schedule of work has been completed, including the refurbishment of the Canal Basin and upgrade of the towpath along the Springs Branch. Work on the final phase, to improve the towpath from Belmont Bridge to Gawflat Bridge is underway, with an expected completion date of 6th December 2019.
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	TBC	-	367,940		367,940	54,902	313,038		367,940	Application for planning permission submitted, and is going through determination. Procurement of a contractor is underway, with an anticipated date for selecting the preferred contractor of 6th December 2019. This project is being delivered by the Council with funding from Local Growth Deal, and is the first phase of the scheme to upgrade Engine Shed Lane and Ings Lane to adoptable standard.
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 applications for Airedale Avenue and Back Gate were submitted in April & May 2019. Horse Close, Low Demense and Whitefriars are at pre-planning stage. Policy Committee is considered the business case for the development of Engine Shed Lane on 3 Dec
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 £	Total Programme 2019/20 £	Expenditure at Q3 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Ec Dev	Skipton Depot Project	Hazel Smith	6036	-	190,820		190,820	6,596	184,225		190,820	Policy Committee has approved the outline business case. A planning application has been submitted and further detail on the scheme, temporary site, other service storage requirements etc is being progressed with all stakeholders. A review of all requirements within the constraints of the site are being undertaken for further consideration.
Assets & Commercial Services - Housing	S106 Money to spend on shared ownership acquisitions	Rachel Sewell	6026 - Purchases 7666 - Sales	780,000			780,000	236,126	543,874		780,000	Houses at Raikes Road, sold subject to contract. Completion on two due Feb 2020. 2 dwellings at Embsay. Build 70% complete Dec 2019 (acquisition price £145,000). Contract awaited from developer. Legals may mean slippage into April. Solution still being sought to levels at North Parade. QS to cost up retaining wall, prior to decision on whether to proceed or not.
Environmental Services & Housing	Refurbishment & reconfiguration Aireview House	Tracy McLuckie	6022				-	17,489	(17,489)		-	Under accrual of the Final retention payment. To be capitalised at the end of 19/20.
Waste Management	Vehicle Lift Project	Tracy McLuckie	6136		20,000		20,000	-	20,000		20,000	Procurement of the vehicle lift has been suspended until such time as a decision on the new upgraded facility at the Engine Shed Lane Depot is made
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	574,000	45,038		619,038	236,507	382,532		619,038	During Q3 we have completed a further 14 grants with a spend of approximately £162,000.
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	192,000			87,000	-	87,000	-	87,000	Trial of demo vehicle now undertaken. Demo vehicle not suitable for Craven. Now trialling new version of vehicle which has a greater payload. Spend will be delayed until 2020/21
ICT & Transformation Services	InCab Communications & Web Portal Systems	Tracy McLuckie/ Darren Maycock	6276		45,317		45,317	-	45,317	45,317	-	Now deferred to 2020, unexpected delays to phase 1
Total Capital Programme 2019/20				1,763,248	3,864,142	3,122,671	8,645,061	2,162,422	6,482,639	136,867	8,499,596	

Policy Committee – 3rd March 2020

Performance Monitoring Report – Quarter 3 2019/2020



Report of the 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 3 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. 12 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

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

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven			3	5
Resilient Communities			2	4
Financial Sustainability				3
Total	0 (0%)	0 (0%)	5 (29%)	12 (71%)

Status	Action	Details available at -
Council Plan Actions showing amber status	CP 19/20/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	Annex A – Council Priority Enterprising Craven
	CP 19/20/03 - Improve the quality and capacity of the transport infrastructure serving the District	Annex A – Council Priority Enterprising Craven
	CP 19/20/06 - Enhance the quality of the trading environment within the District's core retail centres	Annex A – Council Priority Enterprising Craven
	CP 19/20/11 - Reduce waste to landfill and increase re-use and recycling	Annex B – Council Priority Resilient Communities
	CP 19/20/12 - Promote use of electric vehicles in Craven	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	9
Number with targets	7
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, 23 in Quarter 2 and 13 in Quarter 3. An additional 4 completions took place in January.
ENTERPRISING CRAVEN	RE 15.Q – Economic Development – Number of businesses assisted to improve their performance	73 businesses had been assisted at the end of Quarter 3 against a target of 75. We are confident that the full year target of 100 will be achieved.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated (Q)	The latest outturn shows that income targets have been exceeded. In addition, on-going savings have been identified to support the 2020/21 budget and these have been factored into the budget assumptions for next year.

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. Financial and Value for Money Implications

4.1. None arising directly from this report.

5. Legal Implications

5.1 None arising directly from this report None arising directly from this report.

6. Contribution to Corporate Priorities

6.1 The report summarises performance and achievements against the actions and performance indicators relating to the Council's priorities as contained within the Council Plan.

7. Risk Management

7.1 Risks associated with the Council Plan and achievement of priorities are identified and included in the Council Risk Register as appropriate.

8. Equality Impact Assessment

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

9. Consultation with Others

9.1 CLT
Service Managers

10. Background Documents

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

11. Annexes

11.1 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

12. Author of the Report

Rebecca Steel, Performance Management Officer
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rsteel@cravendc.gov.uk

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	Aug 2019 - Complete RIBA rural housing competition Sep 2019 - Local Plan adopted Nov 2019 - Start on site Back Gate, Airedale Avenue	Economic Development	The RIBA competition for Horton in Ribblesdale is complete and we are now working with the successful architects to prepare the planning application to the YDNPA The Local Plan was formally adopted in December 2019 Schemes at Back Gate, Ingleton and Airedale Av, Skipton have been submitted for planning approval.	DS	10/02/20	Amber	
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	Mar 2020 - Develop plan for Threshfield Quarry Mar 2020 - Agree route of the Ings Lane/Wyvern Park Link Road	Economic Development	Craven Barnfield Regeneration Ltd have produced designs for Langcliffe Quarry and held pre-application discussion with YDNPA. We expect a planning application to be made in early 2020. Henry Boot have completed the roundabout on the A629 and the expected date for the completion of the on-site road works is May 2020.	DS	10/02/20	Green	
- Producing a masterplan to	CP 19/20/03 -	Mar 2020 - Interim findings of	Economic	Procurement for the consultants to	DS	10/02/20	Amber	
















<p>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>Improve the quality and capacity of the transport infrastructure serving the District</p>	<p>the Skipton Station Masterplan</p>	<p>Development</p>	<p>support the development of the masterplan has started with support from WYCA and Barton Willmore. A member sounding board will be convened in April to support the development of the masterplan.</p> <p>Stage 2 bid for the Transforming Cities Fund to improve walking and cycling around Skipton Station has been submitted and an announcement of the result is expected in March 2020.</p> <p>We expect to have an announcement from DfT and TfN in May 2020 regarding options for east west road links. There will be a consultation exercise which CDC will contribute.</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>A second SME Growth Manager has been appointed to deliver an Information, Diagnosis and Brokerage function to established SMEs in Craven. Part of the local spoke of the LCR LEP Business Growth Service, the post is shared with Bradford Metropolitan Council and is funded through the European Regional Development Fund.</p> <p>One workshop and pop-up business advice café was held; organised in conjunction with Bradford Metropolitan Council and the LCR LEP. The aim of the event was to encourage and inspire businesses to explore how to grow through effective use of social media and marketing. A total of 11 businesses from across the District attended.</p> <p>During this quarter, the first SME Growth Manager worked with 9 businesses, of which 7 required support to access finance for expansion projects. The</p>	SS	05/02/20	Green	

				Ad:Venture Business Advisor, who works with new start businesses, worked with 12 businesses covering a range of advice including website improvement, business planning and cashflow/finance.				
- 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 has provided a further 199 premises with access to a superfast broadband connection. These premises are located in Arncliffe, Eshton, Flasby, Ickornshaw, Stainforth, Studfold (Horton-in-Ribblesdale) and areas of Cowling. Each property owner has received a letter from Superfast North Yorkshire advising them on how they can access an improved broadband service. In December 2019, Openreach contacted the Council regarding connectivity to Middleton, Cowling. The area was to be removed from the Superfast North Yorkshire programme as they were unable to confirm the owner of the private street. After pro-active involvement by the Ward Member to bring together the frontages, the landownership issues are being overcome and the premises on this private road are now likely to receive fibre to the premise connectivity.	SS	31/01/20	Green	
Improve the economic vitality of Craven's market towns and villages								
- Developing and delivering actions plans for Bentham, 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 Dales Millennium Trust are preparing an RDPE funding bid for the Ingleton Riverside Park to improve access, facilities and the woodland area to be submitted in February 2020.	DS	10/02/20	Amber	

<ul style="list-style-type: none"> - 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 & Liverpool Canal - Working with partners to start the development of the Northern Forest 	CP 19/20/07 - Improve access to and enjoyment of Craven's great heritage and culture	<p>Apr 2019 - Construction work start</p> <p>Nov 2019 - Initial plan for phase one of Northern Forest agreed</p> <p>Mar 2020 - Leeds Liverpool Canal Towpath works complete</p>	Economic Development	<p>Construction of the Town Hall started in March 2019 and is expected to be complete in October 2020, a delay of two months following issues with the need to underpin the gable end of the Hall.</p> <p>Initial Craven DC sites identified for tree planting and the funding application to support this work has been successful. Ongoing engagement with the Environment Agency and the White Rose Forest to identify a pipeline of sites. The Northern Forest Plan now required in November 2020 and work with partners has commenced.</p> <p>Progress is being made with the towpath works with an expected completion date of April 2020. The Canal and River Trust are exploring the opportunity to apply for further funding to complete the stretch from Kildwick to Silsden.</p>	DS	10/02/20	Green	
<ul style="list-style-type: none"> - 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	<p>Jul 2019 - RIBA competition complete</p> <p>Mar 2020 - Planning permission submitted for Horton and Airton sites</p>	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 business case and planning application for Langcliffe Quarry are being developed with the intention of providing more job opportunities in the Dales.</p>	DS	10/02/20	Green	

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

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	17	3		35	26		52	39	
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%			-8.0%			-4.7%	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	25	26		50	56		75	73	
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set		72			139			211	
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)	430.6	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		115	112		173	180	

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







Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Enable active communities and improve quality of life								
<ul style="list-style-type: none"> - 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 workstream, 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 taking into account the recommendations of the Public Safety Pilot due to be piloted in Craven 	Communications, Customer Services & Partnerships	<ul style="list-style-type: none"> 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. Community Safety Hub now relaunched with event at Craven Communities Together Stakeholder Group. Hub is now co located at BVS as of end of Dec 19 as part of public safety services pilot. Priorities currently being established for Craven Communities Together so have not been able to report back to CLT yet but piece of work focusing on Broughton Road community is now underway. 	SH	30/01/20	Green	
<ul style="list-style-type: none"> - Continuing to deliver the Ward Member Grant Programme - Providing support to a range of community groups across 	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 	Communications, Customer Services & Partnerships	<ul style="list-style-type: none"> Official opening held of the new play area in Aireville Park on 7th June 2019. Great Get Together Picnic held in Aireville Park on 23rd 	SH	30/01/20	Green	

the District and facilitating community projects including 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		Ongoing - Support 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		June 2019 had approx. 700 attendees from all sections of community. Received great feedback and will look to hold event again. Planning Gain annual report went to CLT in November and recommendation to take to Planning Committee so they are aware of the value of planning gain in the district. Community consultation has taken place in conjunction with Friends of Aireville Park over new Masterplan. FOAP have collated all the feedback but project now on hold due to resourcing as Sports development Office now not available due to health issues. Ward Member Grant Scheme open for applications and currently received over 50 applications across the District and deadline for application is approaching in February.				
Create greener communities								
- 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	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	Continued promotion of recycling scheme with an emphasis in December 2019 on recycling information for waste produced over the Christmas period. CDC & Plastic Free Skipton Advent Calendar produced which gave daily tips for residents to make Christmas more environmentally-friendly, including waste reduction and recycling.	TML	30/01/20	Amber	

digestion facilities in Craven				Further promotional campaigns delayed due to staff changes in Q3. Further work to be undertaken in Q4.				
- 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 has been agreed between CDC and third party. Draft amendment documents for changes to Parking Places Order (PPO) have been out to consultation, no objections have been received. Awaiting approval from NYCC Highways before making the changes to the PPO. Due to install the electric vehicle charging points in February 2020.	RS	15/01/20	Amber	
- Working with relevant agencies to implement the powers contained in the Anti-Social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour - Delivering the Craven Cleaner Neighbourhoods Strategy in order to reduce fly-tipping, littering and dog fouling	CP 19/20/13 - Make Craven's public spaces cleaner, safer and greener	Mar 2020 - Implement the Cleaner Neighbourhoods Action Plan	Environmental Health	Continued emphasis on enforcement, with prosecutions completed and pending. Signage in known 'hot spots' and walkabouts undertaken.	TML	30/01/20	Green	
- 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/Jun 2019 - Press release distributed to local press to advise of the winners w/c 27th May	Property Services	Complete, all milestones achieved	RS	15/01/20	Green	


Updaters:- Rachel Sewell (RS), Sharon Hudson (SH), Tracy McLuckie (TML)

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	467 kgs. Q3 estimated.	116	117		234	231		350	345	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	40.00%. Q3 estimated.	40.00%	41.84%		40.00%	43.86%		40.00%	41.07%	







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

Key Delivery Mechanisms	Action	Milestones	Service	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	<p>Oct 2019 - LTFS Refreshed Strategy to 17 September Policy Committee or 29 October Policy Committee at latest</p> <p>Sept 2019 -2 Sept - 11 Oct 2019 - Budget Consultation with citizens, businesses & other interested parties issue Consultation by 2 Sept 2019</p> <p>Nov 2019 - Presentation of analysis of budget consultation results to CLT</p> <p>Dec 2019 - Consultation outcome information appendix completed for budget report to Policy Committee 14 January 2020</p> <p>As a minimum ensure that Council response submitted to consultation on Autumn Statement / Annual Settlement.</p> <p>Representation on focus and other interest groups - feedback and up-date to Members where appropriate. Measurement through outcomes of improvements to the district that benefit our residents.</p>	Financial Management	CFO has agreed with CEO and lead member that LTFS publication will be merged into a single MTFP that will accompany the budget for approval in February. Budget consultation results included in the February Policy report. Support was shown for the priorities as included in the survey.	RW	04/02/20	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 	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	Financial Management	Savings Plan is being reviewed and challenged by CLT monthly. Income to the end of December is ahead of budget	RW	04/02/20	Green	




























opportunities to the Council presented through devolution		challenge of projects Feedback from Leader of Council and Chief Executive on Devolution progress		and ahead of the same point last year. Regional rate pool for next financial year - Lengthy negotiations resulted in a favourable outcome for Districts.				
- 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	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. Programme Board established to monitor progress against programme	DM	01/11/19	Green	

Updaters:- Darren Maycock (DM), Richard Weigh (RW)

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,761,414	£5,835,046 / Q1 £5,942,484	5,942,484	5,642,441		5,942,484	5,654,837		5,942,484	5,698,096	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	38,000	£300,000	75,000	2,000		150,000	2,000		225,000	2,000	

Annex D – Council Plan Indicators

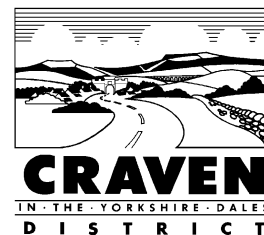
Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	17	3		35	26		52	39	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	467 kgs. Q3 estimated.	116	117		234	231		350	345	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	40.00%. Q3 estimated.	40.00%	41.84%		40.00%	43.86%		40.00%	41.07%	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,761,414	£5,835,046 / Q1 £5,942,484	5,942,484	5,642,441		5,942,484	5,654,837		5,942,484	5,698,096	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	38,000	£300,000	75,000	2,000		150,000	2,000		225,000	2,000	
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%			-8.0%			-4.7%	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	25	26		50	56		75	73	
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set		72			139			211	
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)	430.6	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		115	112		173	180	

Annex E – Additional Information - Benefits and Planning Indicators

Ref.	Name	2018/19 Outturn	Annual Target 2019/20	Quarter One			Quarter Two			Quarter Three		
				Target	Actual	Status	Target	Actual	Status	Target	Actual	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			2,865			2,811	
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		6.1	4.0		6.1	4.0	
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		22.0	20.5		22.0	20.2	
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	50.00%	60%	60.00%	84.62%		60.00%	100.00%		60.00%	88.00%	
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%		65.00%	83.62%		65.00%	84.97%	
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%		80.00%	94.20%		80.00%	94.56%	

Policy Committee – 3rd March 2020

LEEDS CREDIT UNION PARTNERSHIP ARRANGEMENT PROJECT UPDATE



Report of the Director of Services

Lead Member: Richard Foster

Ward(s) affected: ALL

1. **Purpose of Report** – To update members on the progress of the Craven District Council (CDC) and Leeds Credit Union (LCU) Partnership arrangement.
2. **Recommendations** – to note the content of the report.
3. **Background**
 - 3.1 On 21st July 2015 Policy Committee (POL.677) recommended that:
 - a) The proposal to work in partnership with Leeds Credit Union to offer and promote their services to Craven residents and people who work in Craven be approved
 - b) A supplementary estimate of £10,000 per annum for three years from 2015/16 to 2017/18 to cover the financial costs for promotion and delivery to be funded from the Enabling Efficiencies Reserve be approved.
 - 3.2 Following procurement in September 2015, Horton Housing was successful in securing the contract to deliver the 3-year project which commenced on 1st October 2015 and ceased on 31st September 2018.
 - 3.3 On 23rd October 2018 Policy Committee (POL. 945) received an Update report and requested “an update in twelve months’ time particularly highlighting the number of accounts and loans opened/closed”.
4. **SUMMARY OF LCU PROJECT 2015/2018:**
 - 4.1 The project is a partnership between Leeds Credit Union and Craven District Council working together to provide access to Credit Union banking facilities to residents and workers of Craven. Members approved the funding for a part-time Development Worker (0.2fte) and marketing budget to promote LCU services across the district for a 3 year period commencing 2015/16.
 - 4.2 Leeds Credit Union is a co-operative organistaion and responsible lender providing Craven Residents and Workers access to:

- loans with low interest rates
- bill Paying “Jam Jar” / Budget Accounts
- Pre-paid Visa Card
- current accounts underwritten by Co-op bank and provides ATM or Visa Debit card
- Savings accounts: Instant Access, Christmas Club, Regular and Loyalty Savings Accounts

4.3 During the period of the project there were:

- 126 people who became new members **(of which 9 are Craven District Council staff members)**
- 57 Loans were awarded – valued at £ 64,985.27
- 12 Accounts were closed during this period

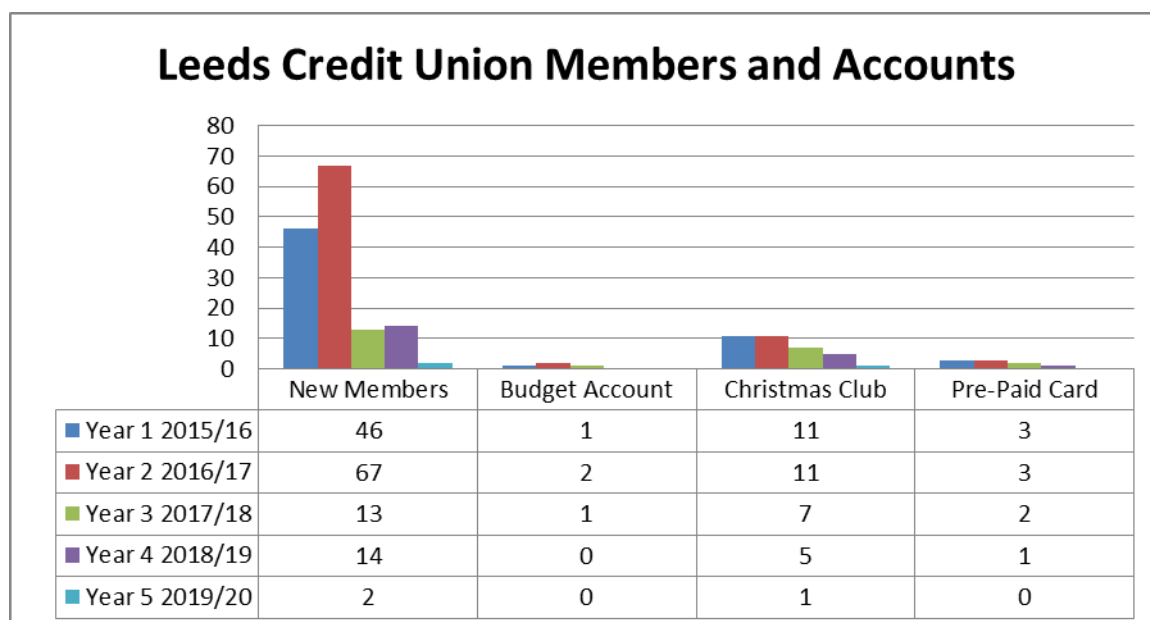
5. Progress Post LCU Project period 2015/18:

During 2018/19 and Q1-Q3 2019/20 (Years 4 and 5) there has not been a dedicated worker or resources to sustain the promotion of Leeds Credit Union Services.

5.1 Take up of Accounts & New Members:

This has affected the take up of new members/accounts:

The position as at Jan 2020 (2019/20 Year 5) is as follows:

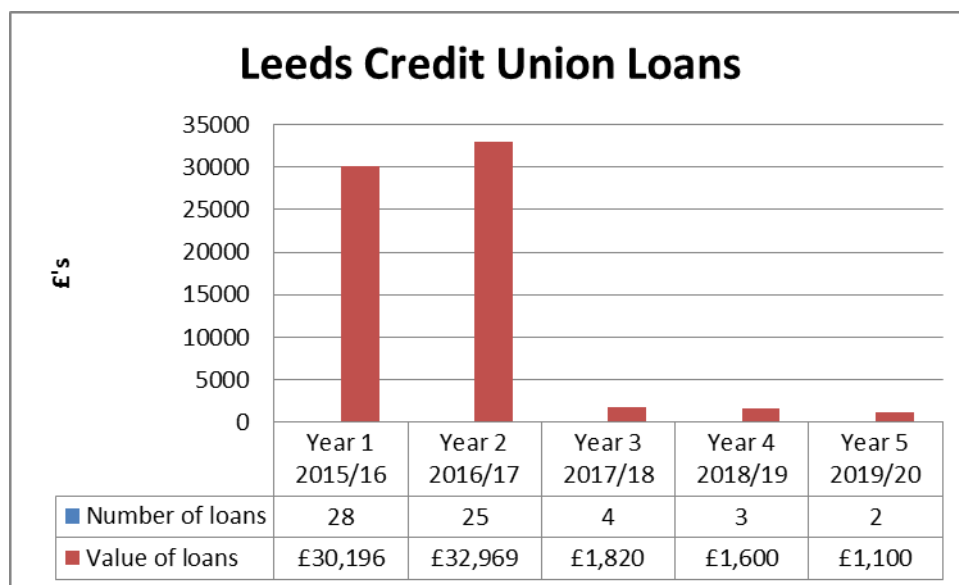


There has been an 80% reduction in average number of new members post Project when compared with the period of the Project 2015/18

5.2 :

During years 4 & 5 there has been a reduction in the take up of loans:

The position as at Jan 2020 (2019/20 Year 5) is as follows:



There has been an 86% reduction in the average number of loans post Project when compared with the period of the Project 2015/18

5.3 During the post-project period there were:

- d) 16 people who became new members (**of which 0 are Craven District Council staff members**)
- e) 5 Loans were awarded – valued at £ 2,700
- f) 4 Accounts were closed during this period

6. The way forward

- 6.1 Without the dedicated resources (including lead officer) to sustain and promote the services of partnership we have seen a reduction in take up of the service. However, it remains a valuable resource for Craven residents who are not able to access high street banking facilities and a resource for staff.
- 6.2 We have met with Leeds Credit Union and agreed a way forward which will include the following actions:

1	CDC Payslip Xmas Club Promotion	Nov 2019
2	Training to CDC staff and partners	Jan/Feb 2020
3	CDC leaflets/poster LCU All Products Promotion	Feb/Mar 2020
4	CDC Electronic promotions – via website/tweeting etc	Jan/Feb 2020
5	Identify LCU Champions within partner Organisations	Feb/Mar 2020
6	Regular promotion and reporting of progress through the Core Brief/Members Information Bulletin	On-going

- 6.3 The promotion works are cyclical and Leeds Credit Union have agreed to provide assistance and regular details so that we may co-ordinate our promotional activity with theirs via customer service access points, website and social media.
- 6.4 LCU products shall continue to be accessed on-line at www.leedscreditunion.co.uk at home, work or Council Offices. Full on-line banking services are available 24/7 with telephone (0113) 242 3343 and email services@leedscitycreditunion.co.uk support available during office hours.

7. Recommendation

This is a corporate initiative and requires a cross-departmental response. Therefore an appropriate Lead Officer/service to be identified to have oversight of on-going promotion (via customer service access points, website and social media) of Leeds Credit Union to:

- Craven staff and partner organisations
- Provide regular reports of progress to staff/Members through the Core Brief/ Members Information Bulletin.

8. Implications

8.1 Financial and Value for Money (vfm) Implications –

There are no future cost implications arising from this project.

8.2 Legal Implications

There are no legal implications arising from this report.

9. Contribution to Council Priorities

Resilient Communities – creating sustainable communities across Craven

- a) By supporting local citizens to become more active through membership of a financial co-operative
- b) By offering the tools for residents to become more financially resilient and contribute towards their improved quality of life.
- c) By contributing to the prevention of financial indebtedness – including debt to the Council for Council Tax for example.

10. Risk Management

There are no risk management implications arising from this report.

11. Equality Analysis

The Council's Equality Impact Assessment Procedure **has been** followed and an Equality Analysis Form has been completed. **Stage 1- Initial Screening** of the Procedure identified that the proposed partnership working arrangement **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.

12. Consultations with Others

Deputy Chief Executive, Financial Services and Leeds Credit Union

13. Access to Information : Background Documents

None

14. Author of the Report

Nina Pinder - Housing Adaptations Manager

Tel: 01756 706392 npinder@cravendc.gov.uk

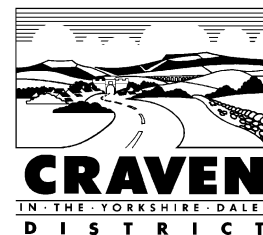
Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions

15. Appendices

None

Policy Committee – 3rd March 2020

Craven Housing Renewal Policy 2020-2023



Report of the Director of Services

Lead Member: Richard Foster

Ward(s) affected: ALL

1. **Purpose of Report**

To seek approval from Members for the Craven Housing Renewal Policy 2020 - 2023.

2. **Recommendation**

Members are recommended to:

- 2.1 Approve the Craven Housing Renewal Policy 2020 – 2023
- 2.2 Give delegated authority to the Director of Services, in consultation with the Lead Member, to make minor amendments and/or adjustments to the Craven Housing Renewal Policy to meet current or future requirements and in order to facilitate responses to revised priorities and/or funding opportunities.
- 2.3 Provide authority to place a notice in the local press stating the policy is in force in accordance with the conditions of the Regulatory Reform Order 2002.

3 **Background**

- 3.1 Our 2017/20 Housing Renewal Policy updated the range of Direct Financial Assistance available and importantly using the powers available within the Regulatory Reform Act were able to increase our capacity to assist households through the provision of discretionary grants.
- 3.2 We have consulted with our partners, North Yorkshire County Council, and this concluded that these changes have been welcomed and resulted in:
 - Speeding up the process and clients receiving necessary works sooner
 - Enabling wider access to financial assistance
- 3.3 Our Policy for 2020/23 seeks to build upon these improvements to achieve our aims:
 - 3.3.1 To improve housing conditions across the District
 - 3.3.2 To help people manage their own health and wellbeing and live independently in their communities for as long as possible.

4 Housing Renewal Policy 2020/23 – the Changes

4.1 Our aims are achieved by providing assistance through a combination of education and encouragement, direct and indirect financial assistance and taking enforcement action when it is appropriate to do so.

4.2 **Education and Encouragement:** Our commitment to provide Education and Encouragement remains unchanged and is delivered through the following mechanisms:

- Website
- In person
- Engaging with Forums / Groups within community and with Private Sector Landlords
- Partnership working

Our Environmental Health Officers lead on legislative and landlord dispute matters and the Adaptations Team lead on grants, loans and energy efficiency measures.

4.3 **Direct Financial Assistance:** Our Policy includes full details of the Grants and Loans available (subject to available funding resources and capacity).

It is recommended that the following changes are approved for the following grants/loans:

4.3.1 Mandatory Disabled Facilities Grants

Ref:	Amendment	Rationale
4.2.1 e)	Add - requirement for Housing Associations to contribute towards disabled facility works within their properties as a condition of the Developing Partnership Agreement.	To maximise contributions and verification of commitment to work in partnership
4.2.1 g)	Add – Ramps (modular and stone) to list of examples of works where we use our discretionary powers to remove the requirement for a means test where the total value of works recommended by the Occupational Therapist is less than £7,000 . NOTE: Increase of limit from £5,000 to £7,000 approved Dec 2019 by Director and Lead Member.	To speed up delivery of ramps for clients Increase in value was to reflect market cost of these installations and in particular the price of curved stair lifts or the need for 2 stair lifts in non-standard properties
4.2.1 h)	New – To grant aid the first £5,000 of any means tested client contribution	To assist singles and couples in work or with a small occupational pension.

4.3.2 Discretionary DFGs

In 2018/19 we received notification from Ministry of Housing, Communities and Local Government of additional DFG Funding for DFG and social care initiatives. A series of proposals for spend were put forward and approved by Corporate Leadership team. These projects have proven beneficial and, subject to the availability of funding, we recommended that the following amendments be include within the main policy:

Ref:	Amendment	Rationale
4.2.1 e)	Add - requirement for Housing Associations to contribute towards disabled facility works within their properties as a condition of the Developing Partnership Agreement.	To maximise contributions and verification of commitment to work in partnership
4.2.1 g)	Add – Ramps (modular and stone) to list of examples of works where we use our discretionary powers to remove the requirement for a means test where the total value of works recommended by the Occupational Therapist is less than £7,000 . NOTE: Increase of limit from £5,000 to £7,000 approved Dec 2019 by Director and Lead Member.	To speed up delivery of ramps for clients Increase in value was to reflect market cost of these installations and in particular the price of curved stair lifts or the need for 2 stair lifts in non-standard properties
4.2.1 h)	New – To grant aid the first £5,000 of any means tested client contribution	To assist singles and couples in work or with a small occupational pension.
4.2.2	New – Provision of Grants in excess of £30,000 (Total Grant payable = £30,000 Mandatory Grant + £15,0000 Discretionary Grant = £45,000)	To fund major works (primarily families) to enable them to remain in their own home. To enable works to go ahead To speed up process (not making applications for charitable or NYCC funding) To give confidence for the project to go ahead (without funding uncertainties and cuts)
	New – Provision of Feasibility grants	To give confidence for the project to go ahead
	New – Provision of New & Replacement Boiler Grants	To assist fuel poor and/or vulnerable residents To prevent adverse health impacts to health and wellbeing To support the ECO Flex priorities for assistance To support delivery of the Climate Change Action Plan

Partnership working with North Yorkshire County Council continues to evolve and increasingly we are working with the National Health Service and local Clinical Commissioning Groups on cross cutting issues and ways in which we can assist each other to deliver shared goals. An example of this is where we received additional funding. Craven District Council recognised there was a need for appropriate respite accommodation to relocate our DFG applicants when works were carried out. NYCC and Housing 21 were looking at the feasibility of converting a redundant snug area but did not have the funds for the conversion. By working together we have completed the conversion of an under-used space into a self-contained respite unit in Settle's Limestone View Extra Care Development. (Due to open March 2020)

Within our Policy for 2020/23 we recommend for inclusion the following social care amendments:

Ref:	Amendment	Rationale
4.2.2	Add – Working in partnership to deliver wider social care projects	To be “policy” ready to take advantage of future funding opportunities to deliver wider social care projects To contribute towards the wider social care agenda – preventing residents from going into hospital, enabling early discharge from hospital or staying in their own home.

4.3.3 Repairs Assistance Loan

The Repairs Assistance Loan has not been “updated” since inception. In order to update the eligibility criteria for this loan we would recommend the following amendment:

Ref:	Amendment	Rationale
4.2.3	Add – Qualifying Applicants must be either: a) On an income-based benefits and be aged over 60, disabled, have a long terms illness or children b) Eligible under the ECO FLEX / Better Homes Yorkshire qualifying criteria	To widen access to low income families/individuals (with household income of less than £21,000) To support the ECO Flex priorities for assistance To support delivery of the Climate Change Action Plan

4.3.4 Energy Repayment Loan

Remains unchanged

4.3.5 Energy Home Appreciation Loan

Remains unchanged

4.3.6 **New:** Empty Homes

On 18 June 2019 Policy Committee approved the Empty Homes Strategy with the aim of bringing empty homes across the Craven District back into use. An Empty Homes Officer was appointed in September 2019 and has commenced prioritisation of long term empty properties with a view to achieving a 5% reduction (equates to 4 properties as at Dec 2019). We recommend inclusion of the following information:

Ref:	Amendment	Rationale
4.2.6	Add – On 18 June 2019 Policy Committee approved the Empty Homes Strategy with the aim of bringing empty homes across the Craven District back into use. As at 2020 we do not have any specific grant programme funding for owners to bring Empty Homes back into use. However, qualifying households would be eligible under the Discretionary Home Repair Loan (up to £15,000).	To reflect approval and delivery of the Empty Homes Strategy 2019/24

4.4 **In-direct Financial Assistance – Other**

During 2017/20 we have worked with the Better Homes Programme to deliver energy efficiency measures to the residents of Craven. The following amendments are recommended:

Ref:	Amendment	Rationale
4.3 a)	Change – Delete Keepmoat/Fortem and replace with ENGIE Regeneration UK	To reflect change in contract arrangements
4.3 d)	Delete – Support for Joint commissioning of NYCC Home Improvement Contract.....	To reflect change in NYCC contract arrangements.

4.5 **Enforcement**

Remains unchanged

5 **Implications**

5.1 **Financial and Value for Money Implications:**

There are no financial implications as this is a policy setting report.

There are no value for money (VFM) implications arising from this report. Contractor costs are subject to VFM verification using schedule of works rates.

5.2 **Legal Implications:**

The Council is required by the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to adopt and publish a policy setting out how it will exercise the power to provide the housing assistance set out in Article 3 of the Order.

5.3 Contribution to Corporate Priorities:**a) Craven District Council – Council Plan 2019 - 2020****Priority:** Resilient Communities**Delivery mechanism:** Improve quality of life for vulnerable and low income households through provision of measures to insulate, make their homes energy efficient and investment in prevention measures to reduce health inequalities.**b) Craven's Housing & Homelessness Integrated Action Plan 2019/20****Priority:** Maintain and improve the quality of existing housing**Contribution:** Increasing the energy efficiency of housing - use of indirect financial assistance to improve the health and wellbeing of residents through making their homes warm, safe and energy efficient.**5.4 Risk Management:**

The amendments to the Craven Housing Renewal Policy are required to ensure that the Council is complying with Article 4 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

Local Authorities cannot “fetter their discretion” and a blanket policy of not considering anything other than the mandatory DFG provisions could be challenged.

5.5 Equality Impact Assessment:

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

6 Consultation with Others:

a) North Yorkshire County Council – Health & Adult Services

7 Access to Information : Background Documents:

Equalities Impact Assessment - Screening Form

8 Author of the Report:

Nina Pinder, 01756 706392 email: npinder@cravencd.gov.uk

Note: Members are invited to contact Nina Pinder (npinder@cravencd.gov.uk 01756 706392) in advance of the meeting with any detailed queries or requests for supporting customer/officer procedural documentation.

c) Appendices:

Appendix A – Craven Housing Renewal Policy 2020 - 2023

Appendix B – Discretionary Assistance – Conditions and Requirements

Appendix C – Low income and vulnerability definition contained within Craven's ECO Flex Statement of Intent



Craven District Council

Housing Renewal Policy 2020/2023

1 Policy Aim:

- 1.1 To improve housing conditions across the District
- 1.2 To help people manage their own health & wellbeing and live independently in their communities for as long as possible

2 Legal Context:

2.1 Primary legislation:

2.1.1 The Housing Grants, Construction and Regeneration Act 1996

Much of this Act has been repealed by the Regulatory Reform Order (See 2.1.2 below) in order to remove the “burdens upon local authorities in the exercise of their functions in relation to the provision of financial and other assistance for, or in connection with, the improvement, repair and renovation of housing.”¹

The remaining legislative framework contained within this Act provides the basis for the provision of Disabled Facilities Grants and loans.

2.1.2 The Regulatory Reform (England and Wales) (Housing Assistance) Order 2002 (the RRO)

The RRO radically changed the way in which government sought to encourage private sector home improvement in England and Wales. The RRO swept away much of the prescriptive nature of previous legislation (See 2.1.1 above), instituting a general power on local authorities to provide “assistance” “in any form” “to any person”, to improve, repair, adapt or rebuild residential premises.

The RRO reflects the view that it is primarily the responsibility of private sector owners to maintain their own property but it recognises that some owners, particularly the elderly and most vulnerable, do not have the necessary resources to repair or improve their homes. Local authorities therefore have an important role to play in providing assistance in these cases.

2.1.3 The Housing Act 2004

The Housing Act includes the method of evaluating the condition of the housing stock (the Housing, Health and Safety Rating System) and a system of mandatory and discretionary licensing for houses in multiple occupation (HMOs) in the private rented sector.

¹ The Regulatory Reform Order 2002 (a) (i)

2.2 Other Relevant Legislation

2.2.1 Defective Premises Act 1972

Imposes on a landlord their obligations to the tenant for the maintenance and repair of property.

2.2.2 Housing Act 1985

Gives local authorities certain powers to deal with area improvement, slum clearance and overcrowding.

2.2.3 Landlord and Tenant Act 1985

Consolidates certain provisions of landlord and tenant law, formerly found in the Housing Acts and Housing and Tenants Act 1962. Includes requirements relating to disclosure of a landlord's identity, rent books, fitness for human habitation, repairs and service costs etc.

2.2.4 Environmental Protection Act 1990

Provides authority to take enforcement action where premises are "in such a state as to be prejudicial to health or a nuisance" (EPA 1990 s,79(1)).

2.2.5 Protection from Harassment Act 1997

An Act to make provision for protecting persons from harassment and similar conduct.

2.2.6 Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 (England)

Provides Local Authorities with the power to demand repayment of grant in excess of £5,000 to a maximum of £10,000 if the recipient disposes of the premises for which the grant was given within 10 years of the certified date (Grant completion date).

2.2.7 Equality Act 2010 – Equality Analysis

The Equality Act requires us to have due regard to eliminating unlawful discrimination, harassment and victimisation. An Equality Analysis has been completed to determine if this Policy and procedure will result in a less favourable outcome on any group within the community or unlawfully discriminate in any way. Having carried out the analysis we find that this policy and accompanying procedures will not have any adverse effect on any or all protected groups.

2.2.8 Redress Scheme for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme, etc.) (England) Order 2014

Makes it a legal requirement for landlords/lettings agents to join a redress scheme so that their tenants can access an independent organisation in the case of complaint.

2.2.9 Care Act 2014

Places a duty on local authorities (upper tier - NYCC) to integrate care and health provision. Provides the context for assessment of and responses to potential needs including the adaptation of properties.

2.2.10 Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Provides Local Authorities with the power to issue remedial notice if landlords do not fit alarms.

2.2.11 Assured Shorthold Tenancy Notices and Prescribed Requirements (England) Regulations 2015

Regulations which require use of a new s21 prescribed form and provide key documents. Relevant to the enforcement of illegal eviction and prevention of homelessness.

2.2.12 Retaliatory Eviction and Deregulation Act 2015

Provides greater security for tenants whereby they are protected from eviction for 6 months if the local authority upholds the tenant's complaint regarding repairs/condition of the property and has served relevant notice on the landlord.

2.3 Other Relevant Guidance

To assist the decision making process and implementation of this policy the Assessment Checklist and Guidance for Officers has been developed in line with:

2.3.1 Delivering Housing Adaptations for Disabled People – A detailed Guide to related legislation, Guidance and Good Practice 2013

This Guidance was commissioned by the Department for Communities & Local Government and provides information about the legal position concerning home adaptations alongside examples and ideas for service delivery.

2.3.2 Disabled Facilities Grant – Before and after the introduction of the Better Care Fund 2016

This report brings together information about the development of DFG, relevant legislation, and the different organisations involved. It looks at the implications of the Better Care Fund introduced April 2014 and makes recommendations about how DFG delivery could be improved.

3 Policy context:

3.1 National policy context:

3.1.1 National Strategy for Housing in an Ageing Society (2008) – “Lifetime Homes, Lifetime Neighbourhoods”.

In this strategy Government announced their ambitions to build homes to “Lifetime Homes” standards and a vision of Lifetime Neighbourhoods that are fit for all.

The strategy also included the provision of improved advice and information and expanding help for simple repairs and adaptations, with more investment in major home adaptations to support independence.

3.1.2 Cutting the Cost of Keeping Warm – A Fuel Poverty Strategy for England (2015)

This strategy sets out how the government will deliver their fuel poverty target to ensure that as many fuel poor homes as is reasonably practicable achieve a minimum energy efficiency rating of Band C, by 2030. *New Strategy for 2020 is currently under development following consultation 22 July 2019 to 16 September 2019.*

3.2 Sub-regional Policy Context

3.2.1 York, North Yorkshire & East Riding Housing Strategy 2015/2021

This strategy sets out the nine sub-regional priorities for housing growth and delivery. Craven District Council is committed to jointly delivering on the following priorities relevant to our Private Sector Renewal Policy:

THEME: Understanding and Improving the Quality of our Housing Stock

PRIORITY 4:

- Via policy Guidance and negotiation, ensure new homes are of high design and environmental quality

PRIORITY 5:

- Continue to make best use of existing stock and ensure it is of a decent quality to meet the needs of our communities

PRIORITY 6:

- Ensure all homes have a positive impact on health and well-being and are affordable to run

New Strategy for 2021 onwards is currently under discussion and decision to be made as to whether a sub-regional or local strategy is to be developed.

3.2.2 North Yorkshire Joint Health & Wellbeing Strategy 2015 - 2020

The strategy contains a commitment from partner organisations to improve health & wellbeing and ensure that people in all communities in North Yorkshire have equal opportunities to live full and active lives from childhood to later years. It gives direction and sets out priorities for Board partner organisations to include in their own strategies and plans. *New strategy for 2020-25 onwards currently in development.*

3.3 Local Policy Context

3.3.1 Craven District Council – Council Plan 2017– 2020

Priority: Resilient Communities – Enable active communities and improve quality of life

Contribution: Use of education and encouragement, direct and indirect financial assistance to address poor energy efficiency of housing is a contributory factor of fuel poverty and improvements/adaptations to enable households to lead more independent lives or be cared for at home. *New plan for 2020-21 due to go to Full Council 25/02/20*

3.3.2 Craven's Housing & Homelessness Integrated Action Plan

The local annual housing delivery plan includes the following relevant key priority areas:

PRIORITY 2: Improving quality and accessibility of housing services

ACTION CHH 6 Identify and implement range of projects to reduce health inequalities

PRIORITY 4: Enabling the provision of more affordable housing

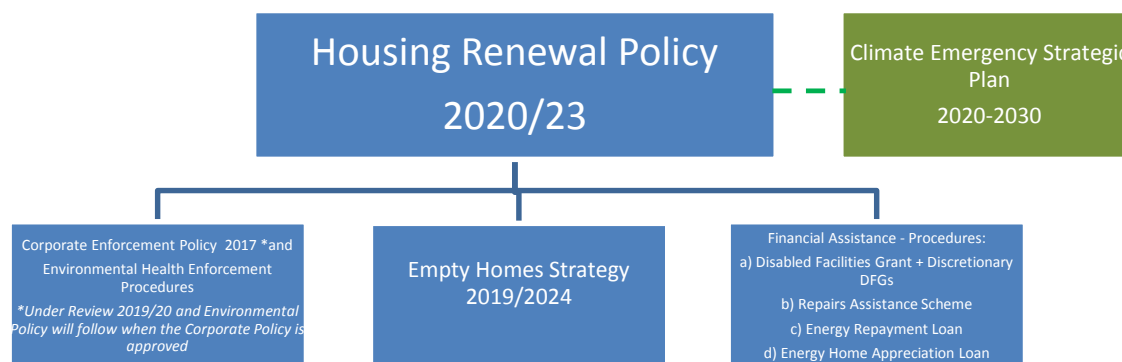
ACTION CHH 8 Return empty properties into use and maximise the benefits from the New Homes Bonus

PRIORITY 6: Maintaining and improving the quality of existing Housing Stock

ACTION CHH11 Maintain and improve existing housing stock by increasing its energy efficiency

3.3.3 Environmental Health Services Policy context

This policy is the overarching policy for delivery of Environmental Services and Housing standards and regulatory services.



4 The Policy:

This policy outlines the measures available to Craven District Council to achieve our Policy Aim through use of education and encouragement, direct & indirect financial assistance and enforcement.

4.1 Education and Encouragement

We will provide information and advice to assist any person to improve, repair, adapt or rebuild residential premises². In doing so, we may enter into partnership arrangements with the voluntary sector, home improvement agencies, health, other local authorities and fuel poverty and energy efficiency partnerships.

We recognise the importance of education and encouragement when working with Private Sector Landlords to uphold legislative requirements³. Where possible we seek to resolve issues raised to the satisfaction of both the landlord and tenant in order to achieve tenancy sustainment and reduce homelessness due to the termination of tenancies.

The Council will:

- a) Ensure the availability of information and advice on the Council's website
- b) Provide advice in person
- c) Engage with groups and forums to provide advice to the community and private sector landlords
- d) Work in partnership to disseminate and provide information and advice

4.2 Direct Financial Assistance

It is the responsibility of owners to maintain and improve their properties at their own expense. However, the Council recognises that we have a responsibility to provide assistance, particularly to the elderly and vulnerable.

All financial assistance given is subject to:

- a) available funding resources and capacity
- b) written terms and conditions under which assistance will be given

Before giving any assistance the Council will:

- a) provide appropriate advice or information about the extent and nature of any obligation (financial or otherwise) they will be taking on
- b) give regard to the person's ability to afford to make a contribution or repayment.

The Council will/may provide:

4.2.1 Disabled Facilities Grants (DFG):

With effect from April 2015, Disabled Facilities Grant funding was included within the Better Care Fund (BCF) paid by Department of Communities and Local Government⁴ to upper tier local authorities. BCF is a programme spanning both the NHS and local government which seeks to join-up health and care services, so that people can manage their own health and wellbeing, and live independently in their communities for as long as possible.

² Regulatory Reform (England and Wales) (Housing Assistance) Order 2002 Article 3 **Power of local housing authorities to provide assistance**

³ Landlord & Tenants Act 1985; Protection from Harassment Act 1997; The Smoke and Carbon Monoxide Alarm (England) Regulations 2015; The Assured Shorthold Tenancy Notices and Prescribed Requirements (England) Regulations 2015; The Deregulation Act 2015

⁴ Joint responsibility rests with the Department of Communities and Local Government and the Department of Health

Within two tier areas, the housing authority (i.e. District/Boroughs) and the social care authority (North Yorkshire County Council), have to establish working relationships to manage the DFG funding element of the Better Care Fund to meet shared objectives within the Health & Wellbeing Strategy. However, the legal responsibility for provision of DFG (a mandatory grant) remains with the local housing authority.

Since 2015/16 annual agreements have been made between NYCC and North Yorkshire Local Authorities to transfer the DFG allocation from the BCF to local housing authorities. Subject to any legislative changes during 2020/23 the Council will:

- a) Provide Disabled Facilities Grants in accordance with the purposes, eligibility and test of resources as defined in the Housing Grants, Construction and Regeneration Act 1996.
- b) Provide an optional and chargeable support service to applicants to include form completion, drawing up of schedule of works and contract management.
- c) Ensure that all contractors carrying out DFG works meet the required quality and professional standards.
- d) Register a local land charge on properties where the home owner (s) has been awarded a grant in excess of £5,000. The land charge is for a period of 10 years. We recoup the amount of grant that exceeds £5,000 up to a maximum of £10,000 if the property is sold within the 10-year period.
- e) Seek a 20% contribution from registered providers based on the cost of works only (including VAT if applicable) to their properties. This requirement is conditional of the Developing Partnership Agreement - which all housing associations sign if they wish to develop within Craven. This funding will be used by the Council to supplement the Council's contribution in addition to the Better Care Fund allocation. The percentage of contribution will be reviewed periodically.
- f) Use our discretionary powers to remove the requirement for a means test⁵ for **Emergency Adaptations** requested by health or social care following an assessment of need. The works must be for the benefit of the disabled person or carer and are required to facilitate discharge from hospital, access care or hospital treatment, alleviate the risk of injury or the disabled person or carer are terminally ill.
- g) Use our discretionary powers to remove the requirement for a means test for Installations (including **stair lifts, specialist toilets and associated minor works and Ramps (Modular and stone)** where the total value of works recommended by the Occupational Therapist is less than **£7,000**.
- h) Use our discretionary powers to grant aid the first £5,000 of all assessed contributions to assist disabled persons in work or with small⁶ occupational pensions.
- i) Give delegated authority to the Director of Services to make the following decisions/ amendments as agreed with the Lead Member for Housing:
 - i. decisions waiving the requirement to repay grant on grounds of financial hardship
 - ii. changes to Registered Provider contributions
 - iii. amendments to this Policy as required due to changes to DFG delivery, procurement of works or working arrangements with North Yorkshire County Council.

A DFG Grant Checklist and procedural Guidance for DFGs can be found at Appendix A.

⁵ As part of standard DFG application process a standard test of resources is undertaken to determine whether the applicant needs to make a financial contribution toward the cost of the works. This is called a means test.

⁶ For example: A couple in receipt of state pension and Occupational Pension of £500 per month would be required to pay a contribution in the region of £500.

4.2.2 Discretionary Disabled Facilities Grant

Subject to the availability of funding, we seek to provide additional resources to DFG applicants and households in fuel poverty where there is an evidenced outcome contributing towards a more efficient, effective and/or economic service, a health & well-being benefit or contribution towards Climate Emergency targets. Examples of these works could include:

- The cost of temporary accommodation whilst works undertaken
- Relocation costs – as an alternative to adapting current home
- DFG Home Repair Loan – required to alleviate Cat 1 and high Cat 2 hazards⁷
- Provision of additional grants of up to £ 15,000 for cases where works are in excess of the Mandatory Grant limit of £30,000
- Provision of grants for feasibility studies
- Provision of grants for new and replacement boilers

Requests for Discretionary Disabled Facilities Grant will only be accepted from households in receipt of a DFG, as part of Craven's Health & Wellbeing Initiative - Winter Plus or Energy Efficiency referral. Each intervention is subject to conditions and requirements as detailed in Appendix B.

Subject to the availability of funding, we seek to work in partnership to deliver wider social care projects. An example of this includes working with North Yorkshire County Council to provide "Step Down Beds in Craven's Extra Care facilities.

Subject to any changes during 2020/23 the Council will/may:

- a) Provide Discretionary Disabled Facilities Grants in accordance with the right to use its discretion under the Regulatory Reform Order to pay for works under a DFG that may otherwise not be eligible for assistance.
- b) Give delegated authority to the Director of Services, in consultation with the Lead Member, to approve requests for wider social care projects and exceptional Discretionary payment recommended by the Principal Occupational Therapist⁸ for awards that contribute towards a more efficient, effective and/or economic service or a health & well-being benefit.

A Discretionary DFG Grant Conditions and Requirements can be found at Appendix B.

4.2.3 Financial Assistance – Repairs Assistance Loans:

RAS provides loans to homeowners up to £6,000, repayable on the sale of the property, for repairs (roof, windows, heating etc.). Applicants must be either:

- a) Have an income-related benefit **and** be aged over 60, disabled, have a long-term illness or children under 16 or
- b) Be eligible under the current Craven Eco Flex Eligibility criteria

The Council will:

- a) Provide Repairs Assistance Loans in accordance with the purposes, eligibility and test of resources as defined in the Repair Assistance Scheme (RAS) procedure.
- b) Provide an optional and chargeable support service to applicants to include form completion, drawing up of schedule of works and contract management.

⁷ See [Housing Health and Safety Rating System – Guidance for Landlords and Property Related Professionals](#).

⁸ Following NYCC re-organisation – now identified as the "Independence Team Manager NYCC Health and Adult Services"

- c) Ensure that all contractors carrying out RAS works meet the required quality and professional standards.
- d) Register a local land charge on properties where the home owner (s) has been awarded a Repairs Assistance Loan. The land charge will be for a period of the loan. We will seek to recoup all loan monies where the applicant disposes of their interest in the property during the period of the loan.

A Repairs Assistance Loans Checklist & Procedural Guidance can be found at Appendix C.

4.2.4 Energy Repayment Loan Scheme (ERL):

ERL provides interest free loans to homeowners up to £3,000, **repayable** in monthly instalments over 1 to 5 years, for works to address some form of energy efficiency improvement. The Loan is delivered through Sheffield City Council's **Homes and Loans service**. Applicants must be on an income-related benefit **and/or** be aged over 60, disabled, have a long-term illness or children under 16.

The Council will:

- Provide ERL in accordance with the purposes, eligibility and test of vulnerability as defined by the ERL Procedure.
- Provide an optional and chargeable support service to applicants to include form completion, verification of contractors, drawing up of schedule of works and contract management.

Sheffield City Council's Homes and Loans Service will:

- Provide ERL in accordance with the purposes and eligibility as defined in the ERL Procedure
- Register a Legal Charge against the property for the amount of the loan.

An ERL Scheme Checklist and procedural Guidance can be found at Appendix D.

4.2.5 Financial Assistance – Energy Home Appreciation Loan:

These **equity release** loans are only available to households who cannot afford the monthly repayments of an Energy Repayment Loan. The Loan is delivered through Sheffield City Council's **Homes and Loans service**. EHAL provides loans up to £3,000 to low income vulnerable homeowners⁹, repayable on the sale of the property, for work within their properties to address excess cold. Applicants must be aged 18 or over, a homeowner occupying the property and not able to afford or be able to access commercial borrowing.

The Council will:

- Provide EHAL in accordance with the purposes, eligibility and test of vulnerability as defined by the EHAL Procedure.
- Provide an optional and chargeable support service to applicants to include form completion, verification of contractors, drawing up of schedule of works and contract management.

Sheffield City Council's Homes and Loans Service will:

- Provide EHAL in accordance with the purposes and eligibility as defined in the EHAL Procedure
- Register a Legal Charge against the property for the amount of the loan.

An EHAL Scheme Checklist and procedural Guidance can be found at Appendix E.

⁹ Definition of Low income and Vulnerable as defined in Appendix F

4.2.6 Financial Assistance (Other) – Empty Properties:

On 18 June 2019 Policy Committee approved the Empty Homes Strategy with the aim of bringing empty homes across the Craven District back into use. As at 2020 we do not have any specific grant programme funding for owners to bring Empty Homes back into use. However, qualifying households would be eligible under the Discretionary Home Repair Loan (up to £15,000).

4.3 In-direct Financial Assistance – Other

To be responsive to identified need, support partners and deliver shared objectives we will take up discretionary powers to provide additional financial assistance for housing adaptations/improvements under Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

The Council will use these powers to:

- a) Work in partnership with the Better Homes Programme to source and bid for funding under the banner of “Better Homes Yorkshire”. All initiatives will be made available to residents through signposting to the Better Homes Yorkshire delivery partner ENGIE Regeneration UK;
- b) Support North Yorkshire Health & Wellbeing Strategy and Craven’s emerging Health & Wellbeing Action Plan
- c) Support joint commissioning schemes to address housing and health impacts. In particular, we are interested in qualifying projects to address fuel poverty, improve well-being and reduce admissions into hospital

4.4 Enforcement

Local Authorities are responsible for the local implementation and enforcement of the general provision for safety in dwellings through the Housing Health and Safety Rating System (HHSRS). The HHSRS is a risk based evaluation tool to identify risks and hazards, such as damp and excess cold, to health and safety from any deficiencies within the home.

We will only use enforcement action to:

- Help to identify and protect against potential risks and hazards
- Ensure that a property is used for housing. That it is occupied and it is a managed property

Enforcement action will only be used when information and encouragement and financial assistance options have been exhausted and consideration has been given to the human rights of anyone with an interest in the property.

The Council:

- a) Will use its statutory powers¹⁰ to intervene where housing conditions are unacceptable, particularly in response to complaints from tenants about disrepair in order to make the property safe or allow the Council to take emergency action to make it safe
- b) Will use its statutory powers to require someone to make the property secure or allow the Council to board it up in an emergency
- c) May use Enforced sales procedures¹¹ to use and enforce charges against a property where someone has failed to meet the terms of a statutory notice or where someone owes Council Tax or other debts to the Council.

¹⁰ Section 36 of the Local Government Act 1974

¹¹ Law of Property Act 1925

- d) May use Compulsory Purchase Orders (CPOs)¹² in accordance with the Empty Homes Strategy 2019 - 2024 where the property has been empty for two or more years and it is not on the market to let or sell.

5 Reviewing the Policy and Eligibility

This Policy will be reviewed in line with any significant change in legislation, guidance issued by the DCLG or significant case law. Separate to this it will be reviewed every three years.

Policy Approved by: Policy Committee Date: 3rd March 2020

Date of next Review: Jan 2023

Appendices:

Appendix A – DFG Grant Procedure and Checklist

Appendix B – Discretionary Disabled Facilities – Conditions and Requirements

Appendix C – RAS Loan Procedure and Checklist

Appendix D – ERL Energy Repayment Loan Procedure and Checklist

Appendix E – EHAL Energy Home Appreciation Loan Procedure and Checklist

Appendix F – ECO Flex Statement of Intent

Appendix G – Enforcement Policy 2006

Other references made within this Policy to documents or further information can be found within the Craven DFG & RAS Procedure and Guidance and their Appendices or via links (internal and external) depending on access permissions to the CDC Environmental Heath files of the reader.

¹² Housing Act 1985

HOUSING RENEWAL POLICY 2020-23

DISCRETIONARY ASSISTANCE

APPENDIX B

1. HEALTH AND WELLBEING ASSISTANCE

GRANT > £30K	Purpose: <ul style="list-style-type: none"> Key outcomes 	To fund grants where works cost in excess of £30,000 <ul style="list-style-type: none"> NYCC able to utilise funding previously used to fund “top ups” for wider social care costs Speeds up the process – as speedier approval process in place Clients are more confident going forward with larger projects
	Eligibility Criteria	Disabled Facility Grant Applicants Applicant is a s100 of the Housing Grants disabled person Assistance recommended by the Occupational Therapist
	Eligible works	Adaptations works in accordance with the OT Recommendation
	Special Conditions and Requirements	Approval by Independence Team Manager NYCC Health and Adult Services and Environmental Health & Housing Manager Maximum £15,000 (for works over £45,000 a loan may be offered – see below)

RELOCATIONS GRANTS	Purpose (1) <ul style="list-style-type: none"> Key outcomes 	To fund relocation costs whilst works taking place to alleviate health and wellbeing issues arising <ul style="list-style-type: none"> Client able to access facilities Client’s health condition not made worse by dust/noise/disruption
	Purpose (2) <ul style="list-style-type: none"> Key outcomes 	To fund relocation costs to move client to a better housing solutions <ul style="list-style-type: none"> Better housing solution for the client Potential for saving to DFG Budget
	Eligibility Criteria	Disabled Facility Grant Applicants Applicant is a s100 of the Housing Grants disabled person Assistance recommended by the Occupational Therapist
	Eligible works	Temporary Relocation Costs Moving costs including removal expenses, legal fees etc.
	Special Conditions and Requirements	Approval by Independence Team Manager NYCC Health and Adult Services and Environmental Health & Housing Manager

WINTER PLUS	Purpose <ul style="list-style-type: none"> Key outcomes 	To alleviate health & wellbeing issues arising from trip hazards or excess cold <ul style="list-style-type: none"> Reduction in risk of falls/ hospital admissions Better health and wellbeing for residents of Craven
	Eligibility Criteria	Aged 65 or over Health condition worsened through cold and low income (<£21,000)
	Eligible works	Works to reduce the risk of trips and falls, improve the energy efficiency of the home and or minor repairs.
	Special Conditions and Requirements	Maximum £800 Approval by Environmental Health & Housing Manager

2. ENERGY EFFICIENCY

BOILERS	Purpose <ul style="list-style-type: none"> Key outcomes 	Replacement and new boilers for Eco-flex eligible residents <ul style="list-style-type: none"> Contributing towards Climate Emergency CO2 Reduction target Warm home and comfortable environment for resident Prevention of adverse cold health impacts
	Eligibility Criteria	Eco Flex / Better Homes Yorkshire eligibility criteria
	Eligible Works	New and Replacement Boilers

3. IMPROVING PROPERTIES

HOME REPAIR LOAN	Purpose	To alleviate significant hazards in the home
	<ul style="list-style-type: none"> Key outcomes 	<ul style="list-style-type: none"> Reduction in adverse health impacts on resident Reduction in empty properties within the district
	Eligibility Criteria	Disabled Facility Grant Applicants Applicant is a s100 of the Housing Grants disabled person Private Rented accommodation or Home owners only Category 1 and high Category 2 hazards as defined under the Housing, Health and Safety Rating System only
	Eligible works	Occupational Therapist Recommended works Electrical Repairs Damp Structural Repairs Measures to tackle excess cold within dwellings including heating upgrades, additional insulation, windows etc.
	Special Conditions and Requirements	Loan repayable on transfer of ownership of property £ 15,000 per property 100% of loan amount will be placed as a Local Land Charge on the property. (Where DFG Grant already provided – this is in addition to the 10 Year £10,000 Local Land Charge) Where the applicant is a private tenant the landlord's consent will be required and the loan will only be provided where the landlord agrees to make a 50% contribution towards the cost of works. Approval by Environmental Health & Housing Manager

4. SOCIAL CARE PROJECTS

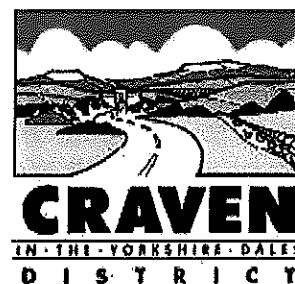
SOCIAL CARE PROJECTS	Purpose	To work in partnership to develop and implement Projects requiring Capital funding to meet social care needs
	<ul style="list-style-type: none"> Key outcomes 	<ul style="list-style-type: none"> Partnership working meeting shared goals Assisting NYCC meet its social care responsibilities
	Eligibility Criteria	Capital Expenditure only Measurable outcomes of the project i.e. a Applicant is a s100 of the Housing Grants disabled person
	Eligible Works	Examples: Step Down Beds
	Special Conditions and Requirements	Each case to be considered on its merits, even if it falls outside of the policy by the Director of Services in conjunction with the Lead Member

5. OTHER ASSISTANCE

FEASIBILITY GRANTS	Purpose	To assist individuals where recommendation received requires further investigation to see if what is proposed is feasible due to type of property and proposed works involved. To give confidence to disabled applicant, uncertain of whether to go ahead with the works due to disruption, size of works involved and costs.
	<ul style="list-style-type: none"> Key outcomes 	<ul style="list-style-type: none"> Provision of full information so applicants can make an informed decision
	Eligibility Criteria	Disabled Facility Grant Applicants Applicant is a s100 of the Housing Grants disabled person
	Special Conditions and Requirements	Each case to be considered on its merits, even if it falls outside of the policy by the Director of Services in conjunction with the Lead Member

EXCEPTIONAL CASES	Purpose	To assist individuals in exceptional cases where the existing policy does not meet their needs.
	<ul style="list-style-type: none"> Key outcomes 	<ul style="list-style-type: none"> Craven District Council does not fetter its discretion To be flexible to emerging needs of our residents
	Eligibility Criteria	Disabled Facility Grant Applicants Applicant is a s100 of the Housing Grants disabled person
	Special Conditions and Requirements	Each case to be considered on its merits, even if it falls outside of the policy by the Director of Services in conjunction with the Lead Member

Local Authority Flexible Eligibility Statement of Intent Craven District Council



Date of publication 28/05/2019

Publication on website: www.cravenc.gov.uk/housingstandards/ecostatementofintent

1. Introduction

Under the Energy Company Obligation Regulations 2018 - 2022 (ECO3) local authorities can set their own criteria for eligibility for funding for domestic energy efficiency measures. This funding is aimed at those within a local authority most likely to be in fuel poverty. Energy companies can spend up to a maximum of 25% of their full obligation within these criteria.

The Leeds City Region intends to adopt a city region wide approach to implementing the Flexible Eligibility policy initiative within the current Energy Company Obligation regulations, through the Better Homes Yorkshire programme. The Craven District Council Statement of Intent fits within this framework.

The focus of the funding is to help those most vulnerable and to increase the uptake of energy efficiency improvements. These objectives are included within the following Council Plans and Strategies:

Craven District Council – Council Plan 2017 - 2020

Priority: Resilient Communities

Contribution: Improve quality of life for vulnerable and low income households through provision of measures to insulate and make their homes energy efficient.

Craven's Housing & Homelessness Integrated Action Plan 2019/20

Priority: Maintain and improve the quality of existing housing

Contribution: Increasing the energy efficiency of housing and improve the health and wellbeing of residents through making their homes warm, safe and energy efficient.

In addition Priority 3 of the Leeds City Region (LCR) Strategic Economic Plan (Clean Energy and Environmental Resilience) 2016-2036¹ sets out a long term ambition to become a resilient zero carbon energy economy underpinned by high quality infrastructure. Priority 3 particularly emphasises the ambition to:

- Deliver improvements that make homes across the LCR warmer and reduce fuel poverty;
- Develop partnership and funding models with the health sector to deliver collaborative interventions that reduce extreme cold and damp and improve health.

¹ http://www.investleedsregion.com/system/files/uploaded_files/SEP-2016-FINAL.pdf

The policy approach is based on the following principles:

- Eligibility criteria are to be as streamlined, and simple, as possible
- Early engagement with energy suppliers, local Members and partners
- Eligibility via 2 routes:
 - Geographical areas based on priority communities; and
 - Eligibility for funding due to individual circumstances (based on criteria developed and refined already for the Central Heating Fund programme).

This approach has been taken to maximise the potential for funding however fitting the criteria within the statement of intent does not guarantee that any individual household will benefit from energy saving improvements as the final decision on funding rests with energy suppliers and will depend on:

- a. The survey carried out and installation costs calculated;
- b. The energy savings that can be achieved for a property, and
- c. Whether suppliers have achieved their targets or require further measures to meet their ECO targets.

2. How Craven District Council intends to identify eligible households

2.1 Fuel Poverty

Households will be considered at risk of fuel poverty if they are determined to be a low income household, living in a high cost home in relation to energy use.

Households need to meet Stage 1 (Low Income) criteria and one of the Stage 2 (High Cost) criteria, based on March 2015 Government Fuel Poverty Strategy.

Stage	Criteria	Definition
Stage 1	Low Income	Gross household income of <£21,000
Stage 2	a) High Cost	Property EPC rating of E, F or G
	b) High Cost	Property EPC rating of D; and Living in a hard to treat home Property is primarily constructed with: <ul style="list-style-type: none"> • Solid walls; • Non standard cavity walls; • System built walls; • No connection to mains gas; • No loft.

Households within the following areas are also identified as households in fuel poverty.

Households located within the following Wards defined by Craven District Council as priority areas for action:

- | | |
|-----------------|-------------------------|
| • Skipton South | • Ingleton & Clapham |
| • Skipton West | • Barden Fell |
| • West Craven | • Settle & Ribblesbanks |

These areas have been identified in the Council's Private Sector Housing Stock Modelling report produced by the Building Research Establishment in January 2012.

2.2 Low Income and Vulnerability to Cold

Households will be considered a low Income household, and vulnerable to the effects of living in a cold home, if they meet Stage 1 (Low Income) criteria and someone in the household meets one of the Stage 2 (High Cost) criteria. These are based on NICE guideline NG6 on "Excess winter deaths and illness and the health risks associated with cold homes".

Stage	Criteria	Definition
Stage 1	Low Income	Gross household income of <£21,000
Stage 2	a) High Cost and vulnerable to cold	Property EPC rating of D; and Has a health condition or disability made worse by cold: Chronic respiratory, cardio vascular, or musculoskeletal illness, mental health condition, terminal illness or suppressed immune system.
	b) High Cost and vulnerable to cold	Property EPC rating of D; and Has a vulnerable resident: Over 70 years of age Child under 16 resident in the household

All Leeds City Region Flexible Eligibility ECOs will be delivered by Better Homes Yorkshire. The Better Homes Yorkshire programme was procured at the end of December 2014, and was launched in March 2015, to respond to the challenge of cold homes and fuel poverty. The West Yorkshire Combined Authority (WYCA) and all 10 Leeds City Region Local Authorities are contracted with ENGIE Regeneration Ltd to deliver domestic energy efficiency measures, secure ECO and Green Deal funding (and their successors), up to 2022.

3. Governance

Local Authority Declarations will be valid when signed by the Director of Services, Craven District Council.

Approaches by suppliers (or organisations with ECO funding available) for Local Authority Declarations will be screened initially by the Home Energy Project Manager (York, Harrogate, Craven & Selby) before being considered for approval by the Director of Services.

4. Referrals

Referrals may be received from front line staff within the Council; health and social care sectors; and trusted partner agencies including AgeUK and Citizens' Advice Bureau - Craven. Referrals will also be accepted from Better Homes Yorkshire.

5. Evidence, monitoring and reporting

Declarations issued in pursuant to this Statement of Intent will be monitored and reported on a scheme by scheme basis as required by the Council.

Schemes with Local Authority Declarations Proposed by Outside Organisations

Where a scheme has been proposed by an organisation outside of the Better Homes Yorkshire partnership and agreed with Better Homes Yorkshire, progress will be monitored through the Better Homes Officers Group with reporting to the Better Homes Yorkshire Programme Board. Qualification evidence for such Declared schemes will be required by the Council for audit and anti-fraud purposes.

6. Signature



Paul Ellis
Director of Services
Craven District Council

29/5/19

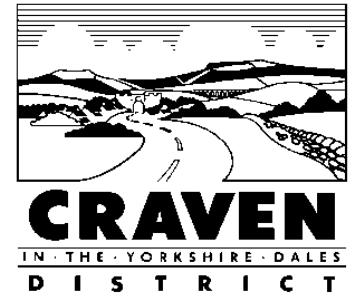
Date

Policy Committee
3rd March 2020

Devolution Update

Report of the Chief Executive

Lead Member: Councillor Richard Foster



Ward(s) affected: All

1. Purpose of Report

- 1.1 This report updates members on recent developments on devolution.

2. Recommendations – Members are recommended to:

- 2.1 Note the contents of the report.
- 2.2 A briefing session has been arranged for all members on the ‘asks’ which are likely to be made of government, on March 12th at 6:30 in Belle Vue Suite.
- 2.3 Note that the decision on the ‘asks’ and whether Craven should join any proposed Combined Authority would be that of full Council.

3. Background

- 3.1 Discussions on devolution have been ongoing for a number of years. The Government asked authorities in Yorkshire to propose a solution which had the support of the majority of Councils. This was submitted to Government in Autumn 2018, proposing a One Yorkshire solution. This has been rejected by the current prime minister, ‘in the lifetime of this parliament’ and the previous Northern Powerhouse Minister, Jake Berry MP, offered a single solution for the Craven geography. A letter was sent to the PM and ministers on 12th February, which was circulated to all members on 13th February, the letter is not binding: its purpose was to enable discussions to take place with senior civil servants and ministers, as to the type of deal that the North Yorkshire and York City region could achieve and had been requested by the Minister.

4. Current Position

The single offer currently on the table from Government, is a devolution deal based on the geography of North Yorkshire and York. This would result in the formation of a Mayoral Combined Authority (‘CA’). It has been made very clear by Government, that this is the only deal that will be offered. If councils do not wish to pursue this offer then North Yorkshire, York and the Districts, would go to the back of the “queue” and be ‘told’ the type of deal they would receive, when the devolution white paper is brought into legislation. The clear statement was that this unlikely to be before 2023/24.

The formation of a Combined Authority would have to have the agreement of all the constituent councils, i.e. North Yorkshire CC, CoYC and all the District Councils. If any council did not support the proposition, then the formation of the CA would in effect be vetoed.

5. Considerations

Clearly the geography of the proposed CA, would not necessarily be an advantage to Craven, as it does not reflect the economic footprint or indeed major transport routes of the district. However, these possible negatives should be balanced against the potential 'gain share', estimated at between £15 and £20 million per year across the CA geography for 30 years and what else can be achieved in the devolution arrangements via the 'asks'. Using Manchester as the example, the CA would then be in a strong position to negotiate additional devolution arrangements. In a teleconference with the then Northern Powerhouse Minister, he also stated that any proposal made by the local authorities should include a look at structures. The principle of devolution is to be very much welcomed, the devil will always lie in the detail.

6. Next steps

A full briefing has been organised on March 12th with James Farrar, the Chief Operating Officer from the Local Enterprise Partnership, to present to all members the asks that have been developed to date.

6.1 The Devolution deal will be structured around seeking funding and powers that enable the delivery of a number of agreed ambitions. Although these are still in development the draft ambitions for York and North Yorkshire include:

- Britain's most desirable location
- England's first carbon negative region
- Space and ambition to grow
- A world leading agri-food & bio-renewable cluster
- Digitally transformed businesses

6.2 Any decision on the asks and whether Craven should or should not join the proposed CA would have to be taken at full Council. An indicative timetable is shown below:

End of May/June – submission of 'asks' document

October /November – announcement at a 'fiscal event'. The text would be agreed beforehand.

December 2020 – statutory process commences

- Publish governance review and scheme including mayoral powers, how decisions are made etc. Public consultation on the scheme over a 6-8-week timescale.
- May 2021, send responses to Secretary of State, requesting any modifications. SoS will apply two tests, firstly that sufficient

consultation has taken place and secondly that the CA is likely to improve the exercise of statutory functions in the area.

- Before Summer recess, announcement by SoS.
- October /November 2021, legislation laid before Parliament
- May 2022, Mayoral elections.

- 6.3 In the meantime, there will be the need to procure research jointly with other councils across NY &Y and this is likely to incur costs. The research itself and the associated costs are yet to be defined, hence the need to put aside a contingency to support the Craven contribution to any required work. This would be subject to specific reports to Policy Committee.

7. Financial and Value for Money Implications

None in this report.

8. Legal Implications

There are no specific legal implications arising from this report.

9. Contribution to Council Priorities

Potentially will benefit all priorities.

10. Risk Management

None identified at this stage.

11. Equality Impact Analysis

Not undertaken.

12. Consultations with Others

Leader, Deputy Leader and CLT.

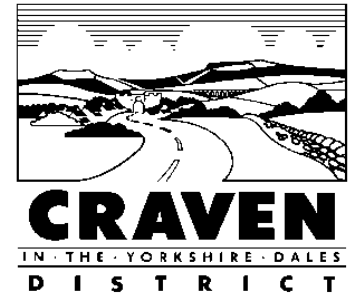
13. Author of the Report

Paul Shevlin, Chief Executive
Telephone: 01756 706201
E-mail: pshevlin@cravendc.gov.uk

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

Policy Committee –
3rd March 2020

Representatives on Outside Bodies



Report of the Solicitor to the Council (Monitoring Officer)

Lead Member for Internal Services, Councillor Brockbank

Ward(s) affected: All

- 1. Purpose of Report** – to appoint a second Member to represent the Council on the Strategic Partnering Board of the Joint Venture Company, Craven Barnfield Regeneration Limited.
- 2. Recommendations** – Members are recommended to:
 - 2.1 Agree to appoint a second Member to the Strategic Partnering Board of Craven Barnfield Regeneration Limited.
- 3. Report**
 - 3.1 As Members will be aware, the Council appoints or nominates representatives to serve on a variety of outside bodies. These vary from bodies set up by this Council to organisations responsible for matters linked with services and to local, regional and national bodies.
 - 3.2 On the 18th July 2017, the Committee approved the Joint Venture Agreement for the Joint Venture Company with Barnfield Investment Properties Limited. Part 3 of that Agreement set out the composition of the Strategic Partnering Board ('the Board'), with the Council being represented by two officers and one Member. The Chief Executive appointed the Director of Services and the Strategic Manager (Planning and Regeneration) to the Board and on the 1st August 2017, Council appointed the Lead Member for Financial Resilience to the Board (CL.979).
 - 3.3 The Strategic Manager (Planning and Regeneration) has recently resigned from the Board. It is proposed that this vacancy is filled by a second Member and the Committee is asked to appoint a suitably qualified Member to fill this vacancy.

Due to the size of the Council, it has become increasingly difficult to nominate an officer with the appropriate strategic expertise and whose role at the Council

does not create an unacceptable conflict of interest. It is also considered that appointing a second Member to the Board will enhance political accountability.

3.4 Appointments of representatives of the Council to outside bodies are normally made at the Annual Council Meeting each year, following recommendations from the Selection Committee. At any other time of the year, Policy Committee makes decisions on these appointments. In so doing, the Committee needs to take account of the requirement that appointments are made in accordance with the relevant category as agreed by Council at minute COU. 187 (g)(vi) 04-05 these categories being:

- (a) Ward based appointments to be made (unless otherwise agreed) from the Members representing the wards indicated;
- (b) Appointments to go with the office of Leader / Deputy Leader / other office; and
- (c) Overall appointments to which political proportionality is to be applied.

3.5 If Members are minded not to make an appointment with office, political proportionality should be applied.

4. Financial and Value for Money Implications

4.1 There are no financial implications arising directly from the report.

5. Legal Implications

5.1 There are no legal implications arising directly from the report.

6. Contribution to Council Priorities

6.1 Not applicable.

7. Risk Management

7.1 Not applicable.

8. Equality Impact Analysis

8.1 Not applicable.

9. Consultations with Others

9.1 Corporate Leadership Team; Barnfield Investment Properties Limited

10. Background Documents

10.1 None.

11. Appendix

None.

12. Author of the Report

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