

POLICY COMMITTEE

(Online Only)

6.30pm on Tuesday 11th August 2020

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

Please note that due to Covid-19, this meeting will be held remotely and will be livestreamed here <https://www.youtube.com/channel/UCdfb6ZRbYnZ1-rRliLmjUwg>

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 28th July 2020. Attached.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

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

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

5. **Final Outturn Revenue Budget Monitoring Report – Q4 2019/2020** – 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 4 review of income and expenditure to the end of March 2020.

6. **Capital Programme Outturn Report – 2019/2020**– Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the outturn position of the Council's capital programme for 2019/20 and the sources of finance.

7. **Performance Monitoring Q4 – 2019/2020** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's performance monitoring report for quarter 4 2019/20 in accordance with arrangements set out in the Council's Performance Management Framework.

8. **Local Government Association Peer Challenge Review – Planning Service** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval to invite the Local Government Association to undertake a Peer Challenge of the Council's service.

9. **Engine Shed Lane** – Report of the Director of Services. Verbal update by Paul Ellis. Report to follow.

10. **Appointment to Craven Spatial Planning Sub-Committee** – Report of the Democratic Services Manager. Attached.

Purpose of Report – To request that Members approve the appointment of Councillor Pringle as a replacement for Councillor Barrett on the Craven Spatial Planning Sub-Committee.

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

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

Agenda Contact Officer: Vicky Davies
Telephone: (01756) 706486
E-mail: committees@cravendc.gov.uk
3 August 2020

Date of Next Meeting: Tuesday, 15 September 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.

POLICY COMMITTEE
(On-line)

28 July 2020

Present – The Chairman (Foster) and Councillors Barrett, Brockbank, Heseltine, Ireton, Lis, Madeley, Morrell, Mulligan, Myers, Noland, Place, Rose, Welch and Wheeler.

Officers – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Solicitor to the Council and Monitoring Officer, Strategic Manager for Planning and Regeneration, Democratic Services Manager, CIO and Assets and Commercial Services Manager, Cultural Services Manager, Communications, Customer Services and Partnerships Manager, Affordable Housing Development Officer and Senior Democratic Services Officer.

Also in Attendance – Ward Councillor Eric Jaquin addressed the Committee about the former RAFA Club, Moorview Way, Skipton.

Start: 6.35pm

Finish: 8.49pm

Councillor Madeley left the meeting at 7.30pm.
Councillor Heseltine left the meeting at 8.05pm
Councillor Welch left the meeting at 8.12pm
Councillor Barrett left the meeting at 8.15pm.

The minutes of the Policy Committee meeting held on 23rd June 2020 were confirmed as a correct record.

Exclusion of the Public –

Resolved – That in accordance with the Council's Access to Information Procedure Rules, the press and public is excluded from the meeting during the consideration of \$POL.1073 on the grounds that it is not in the public interest to disclose Category 3 (financial or business affairs of any particular person (including the Council)) exempt information.

Minutes for Report

POL.1066

RE-LETTING OF FORMER RAFA CLUB, MOORVIEW WAY, SKIPTON TO MOORVIEW COMMUNITY SOCIAL CLUB

The Director of Services submitted a report seeking approval for the re-letting of the former RAFA Club located at Moorview Way, Skipton to a non-profit community body constituted as the Moorview Community Social Club. The Trustees of this body were Trustees of the RAFA Club. The constitution of the club would replicate that of the RAFA Club.

The Council's property assets were a key resource and it was recognised that the present not for profit usage had social value to the area and in the current financial climate re-letting of a limited lifespan property would be difficult probably resulting in an unoccupied property.

The re-constituted Social Club although no longer affiliated with RAFA would follow in its footsteps and it was considered there were no additional risks to the Council from accepting a lease with the new group as its business plan and constitution were a continuation of previous behaviours.

Resolved – That, delegated authority is given to the Director of Services to issue a lease to Moorview Community Social Club Limited subject to the club obtaining a Club Premises Certificate or a Premises Licence under the Licensing Act 2003. The lease to be for a term of 10 years with an option to break in favour of the Council on the 5th anniversary of the date of the lease and at a rent of £1500 p/a (exclusive of rates and taxes).

POL.1067

INTRODUCTION OF LOW USAGE STAFF PERMITS

The Director of Services submitted a report seeking approval to introduce low usage staff parking permits for a six months' period from 1st July 2020 to 31st December 2020 whilst Covid-19 restrictions applied.

Following lockdown restrictions introduced in March it was agreed to suspend charges for staff parking until July. The current scheme had two permits on offer; one for those working more than 25 hours per week; the second for staff working less than 25 hours per week at a monthly cost of £13.75 and £8.25 respectively. The Council had since issued instructions to staff to remain working from home until further notice unless it was absolutely necessary to perform duties that could not be done from home. As many staff are working from home for more than two days per week it would be inappropriate to charge for permits under the current scheme.

The Director of Services' report recommended that a low usage car permit for Cavendish Street Car Park and the Craven Leisure Car Park for staff working less than 15 hours per week on average in the Belle Vue Square Offices at a cost of £4.17 per month.

Resolved – That, the introduction of a staff low usage car park permit for Cavendish Street Car Park and Craven Leisure Car Park is approved. The permit to be for staff members working less than 15 hours per week on average in the Belle Vue Square Offices, at a cost of £4.17 per month.

POL.1068

JOINT WORKING WITH NORTH YORKSHIRE COUNTY COUNCIL – AFFORDABLE HOUSING

The Director of Services submitted a report on the recent joint working between Craven District Council (the Council) and North Yorkshire County Council (NYCC) across two service areas which had offered up an opportunity in the provision of affordable housing that would meet the objectives of both organisations. The report sought approval to secure supported housing through the allocation of two new build homes outside the North Yorkshire Home Choice bidding framework. The homes would be for a cohort of North Yorkshire clients who had learning disabilities particularly those living at home with aged parents. Should the need for supported housing ever cease, those homes would revert to general needs affordable homes for allocation through Home Choice.

Resolved – (1) That, approval is given for plots 50 and 51, Corner Bailey Fields, Skipton to be designated and allocated as supported housing for clients referred by North Yorkshire County Council.

(2) That, plots 50 and 51 are to revert to general needs affordable rented housing for allocation through North Yorkshire Homes Choice should their use as supported housing cease to be required by North Yorkshire County Council.

ITEM EXEMPT FROM PUBLICATION

\$POL.1069

BRIEF FOR UNITARY COUNCILS BUSINESS CASE FOR NORTH YORKSHIRE

The Chief Executive submitted a report asking Members to consider funding in order to join with the other districts in North Yorkshire in examining alternative models of unitary government.

[A separate excluded minute has been produced for those entitled to have the information.]

(Councillor Welch declared an interest in the above item, as he was a Member of North Yorkshire County Council. He took no part in the debate and did not vote thereon.)

Minutes for Recommendation

POL.1070

**WELCOME TO YORKSHIRE - REQUEST FOR
EMERGENCY FUNDING**

The Chairman welcomed Mr James Mason, the new Chief Executive of Welcome to Yorkshire. He spoke to the Committee about the challenging issues the organisation had faced during 2019 but since then a new strategy had been developed and Mr Mason highlighted the future plans and aspirations they had for transforming Yorkshire's visitor economy as well as promoting the County as a place to work and live. One initiative to raise funds to plough back into Yorkshire was a membership scheme whereby a tree would be planted for everyone that took out a fee paying membership. Mr Mason outlined Welcome to Yorkshire's Recovery Plan together with a request for a one year emergency funding solution which would allow them to continue operating and contribute to the post Covid-19 economic recovery of the Yorkshire tourism sector.

The Director of Services' report summarised the request for £1.4m emergency funding which was sought from West Yorkshire, North Yorkshire, South Yorkshire and Hull and East Riding. The contribution from North Yorkshire was £386.4k with a proposed contribution from Craven District Council of £25,000. Whilst there was some reticence on continuing to fund Welcome to Yorkshire, Members noted that many tourism businesses in the District were in extreme difficulties and that any assistance to keep their businesses alive would be welcome.

RECOMMENDED – That the Council agrees to make a one off financial contribution to Welcome to Yorkshire of £25,000.

POL.1071

**DECARBONISING SKIPTON: GREEN FUTURE FOR
PUBLIC BUILDINGS AND THE GREATWOOD ESTATE**

The Director of Services submitted a report, presenting to Members, the proposal for the European Regional Development Fund (ERDF) bid for decarbonising Skipton in support of the Council's Climate Emergency Strategic Plan.

The Council had set a target of achieving net zero carbon by 2030 and its buildings accounted for over two thirds of direct carbon emissions of 1822 tonnes a year. The Council had got through to the second stage of applying for a European Regional Development Fund (ERDF) Priority Axis 4: Supporting the Shift Towards a Low Carbon Economy in All Sectors grant. The project had to have a total value of at least £1m, 50% being match funded and the project had to be delivered by 30 June 2023.

The project, for renewable energy and carbon reduction measures on public buildings was the largest single step the Council could take towards becoming carbon neutral by 2030. It fulfilled three actions from the Council's Climate Emergency Strategic Plan and the grant represented a one-off opportunity to access substantial external funding to achieve carbon reduction goals and realise a large saving for the Council.

The project had a total value of £1,204,400, 50% being match funded by ERDF which included a match funded investment in year 3 by Yorkshire Housing of £88,150 (£176,300), Craven District Council's proportion of the project held a value of £1,028,100. A capital investment by the Council of £375,700 was required to meet the match funding requirements of the grant application.

RECOMMENDED – (1) That, the submission of a grant application by the Director of Services to ERDF for £1,204,400 for renewable energy and carbon reduction measures on public buildings and acceptance of the grant if the application is successful, is approved.

(2) That, a supplementary capital estimate of £375,000 to meet the match funding requirements of the grant application is approved.

POL.1069

SUPPORT FOR SETTLE SWIMMING POOL

The Chief Executive, submitted a report setting out the Settle Area Swimming Pool's plan for a health and well-being extension to safeguard the future of the pool and request funding support from Craven District Council. The pool had been in operation since 1974 and had operated and managed by community trustees and sustained by local fundraising and support.

Records show that Craven District Council had supported the pool with grant funding in one form or another from 1992 but due to financial pressures core funding had gradually been phased out and stopped completely in 2016. However, a commitment was given that officers of the Council would continue to provide internal expertise.

In 2015, a leisure consultant undertook a business planning review and as a result Settle Area Swimming Pool (SASP) adopted a new constitution and in 2018 an application was made to Sport England for the funding of a partial rebuild to upgrade the changing facilities and extend the dry space for additional sporting and social activity. Following on, FMG Consulting were appointed to develop a new 5 year business plan for the centre building on the previously undertaken work.

On the strength of that plan Sport England granted a further £135k and along with other funding streams identified in the report, there was a shortfall £264,945 and the Council had been asked for funding in the sum of £155k with the remainder of £115k being underwritten by the Council whilst SASP undertook the community funding campaign they had committed to.

In debating the report, Members commented that the pool served mid and north Craven and it played a vital role in the health and well-being of those residents and it was,

RECOMMENDED – (1) That, the contents of the report and the hard work of Settle Area Swimming Pool (SASP) trustees in making SASP financially viable since the Council's Core Funding ceased in 2016 are noted.

(2) That, SASP's request for funding in the form of £150k capital contribution to the rebuilding costs is supported.

(3) That, the Council underwrites up to £115k (for income generation and funding bids) in order to progress with the scheme whilst community fundraising campaign takes place

(4) That, this support is dependent on Planning Permission being obtained for the new health and wellbeing extension and confirmation that the Chief Finance Officer in consultation with the Lead Member for Resilient Communities and Lead Member for Financial Resilience is satisfied that the SASP business plan produced in February is still valid particularly around the costs and benefits relating to the capital investment. Confirmation on the State Aid implications of supporting the project should also be provided before financial support is given to SASP for the project.

POL.1073

UPDATE ON SKIPTON TOWN HALL RE-DEVELOPMENT

The Strategic Manager for Planning and Regeneration submitted a report providing an update on progress to Members in relation to the Skipton Town Hall re-development project to create a cultural hub for the District with a fully upgraded Craven Museum and Exhibition Gallery and a beautifully restored Concert Hall with flexibility for a range of events, aspirational programming, dedicated education space and excellent facilities to support all of the functions of the Hall.

Covid19 had meant that re-development works continuing with a reduced workforce which had resulted in an extension of the programme and related costs. Added to that, there had been some

key unforeseen issues with the listed building that had resulted in large additional costs. All of those works were essential and unavoidable and would take result in a £45k overspend on the contingency budget.

The Council originally agreed to underwrite the project to a sum of £1.6m whilst aiming to reduce this funding requirement by securing external grant funding. The Director of Services' report set out the budget position of the and recommended that the support should now be increased to £1.7m as a consequence of the increased contingency required to deliver the project.

RECOMMENDED – (1) That, the current position of the project is noted.

(2) That, a supplementary capital estimate of £100,000 to increase the contingency required to complete the project is approved.

Chairman

Policy Committee – 11th August 2020



FINAL OUTTURN REVENUE BUDGET MONITORING REPORT - QUARTER 4 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 4 review of income and expenditure to the end of March 2020.

2. Recommendations

- 2.1 Members to note the outturn revenue budget monitoring position as at 31 March 2020.
- 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 confirm a revenue budget carry forward of £28,790 for completion of revenue commitments in 2020/21. Identified in Appendix F.
- 2.4 Members approve the transfer of the balance of the revenue budget surplus to earmarked reserves. The allocations to be delegated to the Chief Finance Officer (S151 Officer).

3. 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 4 Financial Performance – Revenue Budget

Based on the March budget monitoring exercise, the Council's performance against budget is a forecasted underspend of £342k for the full financial year. Of this underspend £83k is within the Net Cost of Services and £259k within

the corporate costs. Within the corporate costs there was a significant underspend, £192k, due to the revised MRP policy (approved at the February Policy Committee).

3.3 Service Related Costs

Services are currently showing a projected favourable variance of £83k. 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. Final quarter performance shows net underspends in staffing costs of £328k. This consists of salary cost underspends of £932k being offset by spending on Agency staff of £604k.

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 4 and the Council is currently utilising trainee or Modern Apprentice employees across a number of Services.

3.7 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.

- £(24)k can be attributed to higher than expected income from the Street naming and Numbering (GIS) service.
- £100k overspend due to the costs associated with the completion of the Local Plan and a further £70k associated with Development Control.

3.8 Resilient Communities: (Appendix A3)

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

- The revenue costs associated with the predevelopment costs of joint venture projects, not able to capitalise.
- Income for the Commercial waste service is performing above target, £43k outturn.
- Within Bereavement Services £62k increase in cremation fees, £27k saving in maintenance fees.
- Increased grants within Revenues and benefits services

3.9 Financial Sustainability: (Appendix A4)

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

- Increased costs at Skipton Depot, £14k. Belle Vue Service charges, £20k, and Cleaning costs, £10k, higher than budgeted. Estates income did not achieve the target set by £12k.
- Within the Corporate costs at Cost of Service level, underspends in

central Superannuation and Provision for bad debts, slightly offset by overspends in Vacancy provision and External services

3.10 Corporate

At the end of the Quarter 4 the Corporate Costs outside the Net Cost of Service are showing a favourable variance of £259k. This is made up of the underspend in relation to the MRP policy change and interest receivable being £66k above the original budget set.

3.11 Projected financial performance at the end of Q4 is summarised in Appendix A1-4

3.12 Income & Savings Plan

The Council's financial pressures will continue and as a result of the COVID-19 Pandemic that will significantly impact the Council's fiscal capacity over the next year and beyond. The latest MTFP was taken to Policy in February this year, just prior to the imposition of 'lockdown' measures in response to Covid-19. The Council is working with MHCLG and others to carefully monitor and record the increased costs and income losses as the current year progresses and is monitoring the potential impact on future year's budgets.

3.13 As at the end of Quarter 4, £2k of savings have been confirmed as achieved (or classed as 'green') per the definitions of the Income & Savings Plan, although further in-year savings and better income collection have resulted in the final underspend position. Also, savings totalling £68k and classed as 'green' have been included in the 2020/21 budget, with a further £188k classed as 'amber' at this stage. However, of the amber savings identified, those related to income generation – in particular Commercial Waste – are likely to be impacted as a consequence of measures in response to Covid-19 and are being carefully monitored within the 2020/21 financial year.

3.14 Main Risk Areas

The 2019/20 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings targets that have been built into the budget. These risks along with the unforeseen measures as a result of COVID-19, will continue into 2020/21 and beyond, as will wider risks around the future of local government funding. Further analysis of the risk areas is shown below.

3.15 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 draft outturn is £839k; this is a variance of 26.74%. 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.

3.16 Recycling – Disposal costs (incl. Garden Waste)

At the start of 2019/20 there was £310k allocated for the payment for processing the recycle commodities collected by the Council. The current draft outturn is £382k, but this is based on estimates for the last few months as recent invoices have not yet been received. The associated Recycling Credit income was originally budgeted at £378k, at the year-end it is set to be

£434k. There has been a Green waste incentive introduced which accounts for £31k of this overachievement.

3.17 Planning Application Fees

The original budgeted income for planning fees was £423k. The Budget Setting report indicated what the effects of adverse variances may be up to 10%. The draft outturn position is that planning fees were £436k this is 3% above the budgeted level.

3.18 Skipton Town Hall

The original budget for Skipton Town Hall & Museum income was £145k. The draft outturn position is £110k, this is a drop of 25%. The Budget Setting report listed this risk as a high impact. Part of the loss relates to the closure of the facility as the delayed capital works continue.

3.19 Income Streams

Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2019/20 budget. At the year end these were 1.5% ahead of target (6.2% in February). 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, again, this will now be under close monitoring to assess the impact of some of the fees and charges being removed in early 20/21 in response to supporting local businesses and also enforced closures of some of the Council's major income streams.

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

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

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

3.23 Business Rates:

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

3.24 The Council estimated that it would receive £1,893k from Business Rates in 2019/20. This is being monitored and due to the final Pool outturn not being available at the reporting date, an estimate on the latest forecast was included. It is assumed that any surpluses will be transferred into the Business Rates Reserve.

3.25 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.

3.26 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.

3.27 Financial Position

3.28 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.

3.29 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.

3.30 The 2019/20 Revenue budget is not without pressures and had a contingency of £100k. 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.

3.31 The Council had £6,642k in earmarked reserves at 1 April 2019. Budgeted and in year contributions of £772k, less £694k of budget utilisation in 19/20 results in £78k net movement in the year. Previous commitments for use in future years total £1,233k resulting in an estimated balance at 31st March 2020 of £5,486k. The details are shown in Appendix E.

3.32 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 and is a particularly significant risk in the current climate as the impacts of Covid-19 continue.

3.33 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.

While the estimated final position is positive and increases the council's reserves, it is supported by actions achieved through corporate activity – such as investment returns being better than forecast and the cash-saving resulting from the change to the MRP policy. At a service level, net margins are smaller – although still in a positive position – and so prudent and effective budgetary control measures must continue to ensure financial stability.

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 S151 of the Local Government Act 1972 requires that the council makes adequate arrangements of the administration of its financial affairs. 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

Appendix E – Earmarked Reserves

Appendix F – Revenue Budget Slippage

12. Author of the Report

James Hordern, Accountancy Services Manager,
Telephone: 01756 706316
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.

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	841,031	145,828	20.98%	
A3	Resilient Communities	1,832,298	126,531	1,958,828	1,832,050	(126,779)	6.47%	
A4	Financial Sustainability	3,401,129	(30,677)	3,370,452	3,268,558	(101,894)	3.02%	
Total Service Related Costs		5,835,046	189,438	6,024,484	5,941,639	(82,845)		

Corporate Costs

Investment Income	(120,000)	0	(120,000)	(186,387)	(66,387)	55.32%	
Interest Payable	255,710	0	255,710	255,177	(533)	0.21%	
Minimum Revenue Provision	280,000	0	280,000	88,005	(191,995)	68.57%	
Revenue Funding of Capital Programme	409,248	207,447	616,695	616,695	0	0.00%	
Corporate Contingency	75,000	(60,656)	14,344	14,344	0	0.00%	
Net Revenue Budget Before Contributions	6,735,004	336,229	7,071,233	6,729,473	(341,760)	4.83%	
Transfers to/from reserves, NHB & Grant	(969,776)	(336,229)	(1,306,005)	(1,306,005)	0	0.00%	
Total Revenue Budget 2019/20	5,765,228	0	5,765,228	5,423,468	(341,760)	5.93%	
Amount to met by C. Tax & Business Rates	(5,765,228)	0	(5,765,228)	(5,765,228)	0		

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	(1,960)	118	(1,842)	(2,606)	(763)	41.43%	2x vacant posts mostly offset by agency costs
Liquor Licencing	(31,675)	118	(31,557)	(36,286)	(4,728)	14.98%	2 Vacant posts mostly offset by agency costs. Income target exceeded for liquor licencing by 2k
Street Signs & GIS	56,382	442	56,825	32,630	(24,195)	42.58%	
Historic Buildings	4,000	0	4,000	0	(4,000)	100.00%	
Building Control - Non Fee Earning	37,907	168	38,075	36,473	(1,603)	4.21%	
Building Control - Fee Earning	(37,468)	7,433	(30,035)	(46,939)	(16,905)	56.28%	
Local Plan	225,993	1,747	227,740	327,678	99,938	43.88%	
Local Land Charges	(94,509)	18	(94,491)	(81,845)	12,646	13.38%	
Development Control	130,129	71,180	201,309	272,007	70,698	35.12%	
Total Cultural Services incl. Museum & Skipton TH	274,320	7,916	282,236	304,821	22,585	8.00%	Overspends in Professional Fees for Museum Dev Project and Project Expenditure in Museum: Craven at War
Total Arts Development	38,500	4,443	42,943	35,097	(7,846)	18.27%	Underspends mainly in Public Arts and Printing & Stationary
Total Enterprising Craven	601,620	93,584	695,204	841,031	145,828		

Resilient Communities

Appendix A 3

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	40,590	276	40,866	38,443	(2,423)	5.93%	Income from Partner Contributions resulting in underspend in service
Customer Services	262,245	1,135	263,380	228,226	(35,154)	13.35%	Salaries underspend
Revenues & Benefits Services <i>(Including Cost of Collection)</i>	203,173	1,057	204,230	(210,706)	(414,936)	203.17%	£215K savings re payments for net rent/HB payments. The rest is an increase in government grants
Partnerships & Communications and Sporting Events	167,914	720	168,634	145,328	(23,306)	13.82%	Underspends in Contributions and Grants & Donations
Democratic Services	96,139	709	96,848	83,228	(13,620)	14.06%	Salary savings due to change of staff
Democratic Representation	183,451	(355)	183,097	182,661	(435)	0.24%	
Elections	70,262	314	70,576	86,554	15,978	22.64%	Overspend on salaries
Electoral Registration	70,132	20	70,152	46,426	(23,727)	33.82%	Underspend on salaries, postage and computer software
Shared Ownership Scheme	(38,100)	104	(37,996)	(7,181)	30,815	81.10%	£16k overspend on legal work, £12.5k less ren than budgeted
Joint Venture	0	0	0	121,945	121,945		
Car Parks	(1,180,196)	424	(1,179,772)	(1,136,610)	43,162	3.66%	
Public Conveniences	56,882	338	57,220	60,137	2,917	5.10%	
Amenity Areas/Aireville Park	116,082	(347)	115,735	40,073	(75,662)	65.38%	£52k donation grant
Private Garage Sites	(30,712)	99	(30,613)	(32,129)	(1,516)	4.95%	
Refuse Collection - Domestic	639,798	22,674	662,471	838,794	176,323	26.62%	Vacant posts offset by high agency costs resulted in 61k overspend within salaries, 82k overspend within vehicle maintenance and fuel, 27k overspend on hired vehicles.

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 - Commercial	(260,292)	(11,860)	(272,153)	(315,344)	(43,192)	15.87%	income target exceeded for trade waste income
Street Cleansing	372,998	(2,327)	370,671	406,677	36,006	9.71%	Vacant posts offset by high agency costs.
Recycling	460,260	(2,866)	457,394	328,694	(128,700)	28.14%	Vacancy savings amounted to 105k, also savings against vehicle maintenance costs
Clean Neighbourhoods	88,804	425	89,229	79,711	(9,518)	10.67%	
Mechanics Workshop	(1,314)	(2,121)	(3,436)	42,226	45,662	1329.02%	9k overspend on salaries, 35k under on income for rechargeable mechanics time.
Waste Management Service Unit	211,490	53,287	264,777	373,922	109,145	41.22%	Overspend on salaries including 15k overspend on O/T and 11k on redundancy.34k o/s on supplies and services.
Garden Waste Scheme	(160,811)	214	(160,598)	(176,808)	(16,211)	10.09%	additional income received from GW subscriptions and additional LA reimbursements offset by disposal costs and agency
Environmental Health Services	290,928	9,304	300,232	312,950	12,719	4.24%	underachieved income for water sampling
Flooding	0	0	0	4,456	4,456		purchase of sandbags for flooding in february
Aireview House	19,040	367	19,407	37,405	17,998	92.74%	10k overspend on maintenance costs, 5k under achieved income for rents recieveable
Homelessness	229,490	46,144	275,635	280,881	5,247	1.90%	
Private Sector & Housing Enabling	(13,509)	(22,897)	(36,406)	(19,440)	16,965	46.60%	Vacancy savings and additional grant income offset by deferred charges.
Housing Service Unit	23,090	84	23,174	20,599	(2,575)	11.11%	
Total Economic Development	336,886	16,717	353,603	370,969	17,367	4.91%	Overspend in Deferred Charges for Industrial Dev, slightly offset with main underspends coming from New Homes Bonus and Attraction of Trade & Tourists
Total Leisure Services	19,043	15,107	34,150	123,323	89,173	261.12%	80k overspend on timesheet works and 21k overspends for premises costs for creaven leisure. 20k loss of income for pool income. This has been slightly offset by additional income from the Café and additional contributions for the healthy lifestyles scheme.
Total Bereavement Services	(441,464)	(215)	(441,679)	(523,360)	(81,681)	18.49%	£62k increase in cremation fees, £27k saving in maintenance fees.
Total Resilient Communities	1,832,298	126,531	1,958,828	1,832,050	(126,779)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
CLT	495,927	9,314	505,241	478,837	(26,404)	5.23%	
Business Support	205,906	657	206,563	163,289	(43,275)	20.95%	Salaries underspend
Corporate Health and Safety	0	0	0	14,450	14,450		professional fees.
Human Resources & Training	155,583	241	155,824	154,858	(966)	0.62%	Overspend in Training offset with underspend in salaries
Legal Services	125,887	798	126,685	112,350	(14,335)	11.32%	Salaries underspend
Corporate Costs	860,728	(30,201)	830,527	780,476	(50,051)	6.03%	Income from Government Grants, underspends in Superannuation and Provision for bad debts, slightly offset by overspends in Vacancy provision and External services
Financial Services	518,075	1,334	519,409	439,539	(79,870)	15.38%	
Properties; Misc, Bus, Depots, BVS, SU, Estates	589,379	(14,343)	575,036	668,403	93,366	16.24%	
ICT & Transformation	449,644	1,522	451,166	456,357	5,191	1.15%	
Total Financial Sustainability	3,401,129	(30,677)	3,370,452	3,268,558	(101,894)		

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2019/20 - 2022/23

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	2019/20	2020/21	2021/22	2022/23	Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description												
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 tenant 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 sublementary arrangement, that specifies 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 progresses - 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	Amber	26,400	188,400	210,400	210,400
Total	Green	2,000	28,000	28,000	28,000

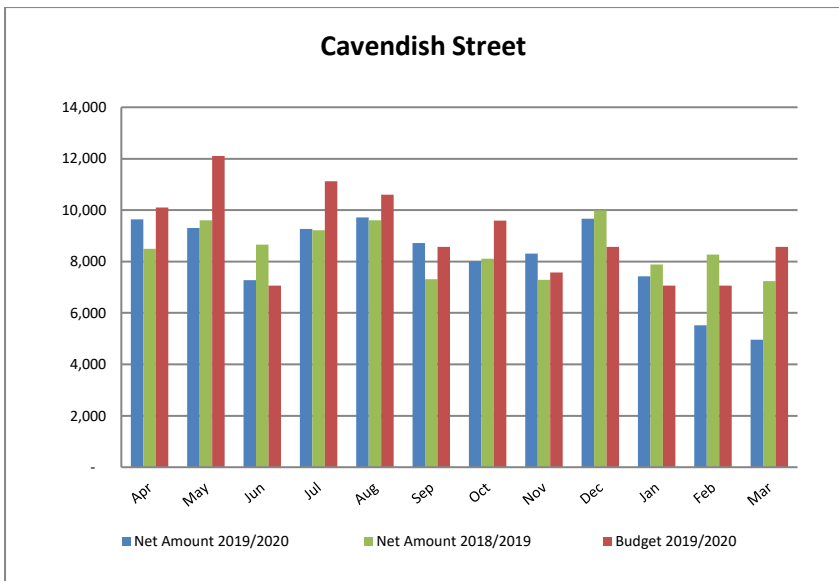
Agency Budget Analysis of Services and Forecasted Spend in Salaries:

Agency Actual Outturn 2018/19 £	Service	Agency Actual as at Q4 2019/20 £	Agency Revised Budget as at Q4 2019/20 £	Agency Variance End Mar 20 -ve/+(ve) £	Reason for Agency Appointment
59,300	Revive - Craven Leisure Cafe	9,999	-	9,999	Covering Chef Role - Recruitment successful
67,879	Refuse Collection-Domestic	143,941	38,000	105,941	covering Waste Management operational roles
-	Refuse Collection-Commercial	27,613	-	27,613	covering Waste Management operational roles
41,006	Street Cleansing	77,250	-	77,250	covering Waste Management operational roles
55,894	Assets & Commercial Services (S/Unit)	77,013	-	77,013	Fulfilling Surveyor Role
25,977	Garden Waste Service	33,840	-	33,840	covering Waste Management operational roles
-	Hackney Carriages	19,145	-	19,145	Covering Vacancy of licensing technician - Recruitment underway
-	Licencing	19,145	-	19,145	Covering Vacancy of licensing technician - Recruitment underway
146,936	Local Development Framework	96,210	-	96,210	Planning Policy cover
119,524	Development Control	92,995	11,500	81,495	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	10,000	(674)	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	34,809	-	34,809	Covering project Manager role until recruitment is complete
631,256		663,182	59,500	603,682	

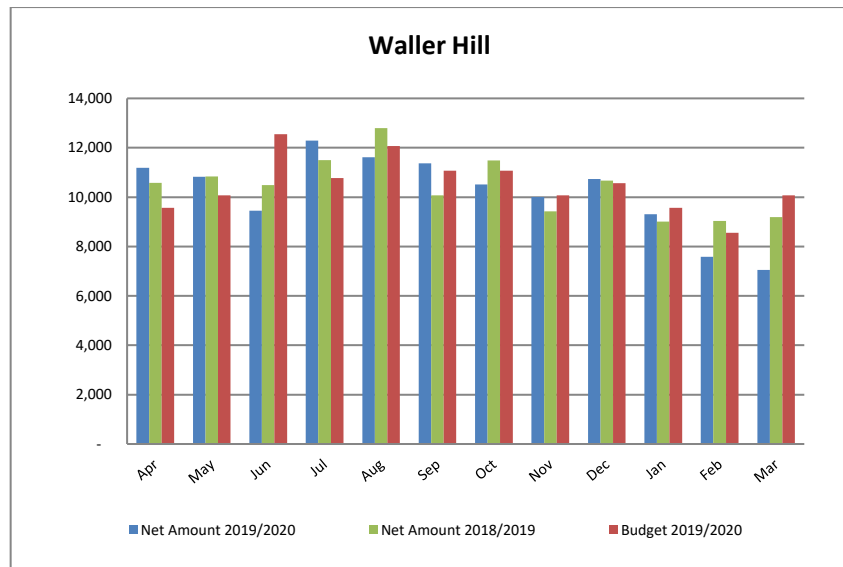
Parking Fees April 19 to March 20 (2019/20 FYR)

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	£7,425	£7,890	£7,063	£ 9,309	£ 9,009	£ 9,563	£28,906	£24,475	£25,158	£41,205	£40,736	£39,753	£1,582	£1,372	£1,522
February	£5,515	£8,277	£7,063	£ 7,581	£ 9,031	£ 8,555	£24,633	£30,410	£27,678	£35,745	£43,846	£40,258	£1,557	£1,583	£1,497
March	£4,959	£7,232	£8,575	£ 7,057	£ 9,193	£10,067	£20,947	£31,728	£31,206	29,126	£47,843	£50,796	£1,328	£1,553	£1,623
	£97,800	£101,677	£107,999	£121,953	£125,085	£125,997	£429,477	£453,301	£419,996	£591,961	£632,616	£631,003	£ 21,177	£ 19,930	£ 19,001
Variance	(3,877)		(10,199)	(3,132)		(4,044)	(23,824)		(9,481)	(40,655)		(39,042)	(1,247)		(2,176)

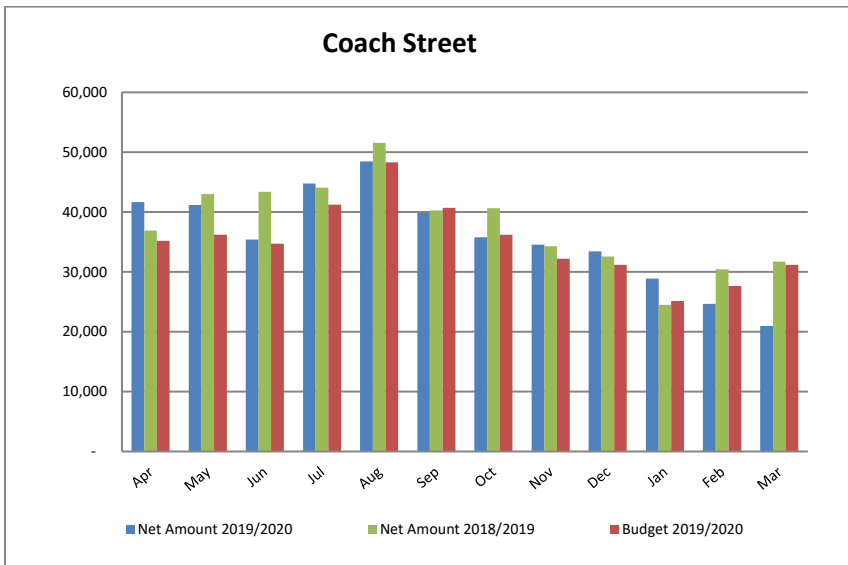
2019/20	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	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	£3,870	£2,864	£3,521	£3,942	£2,897	£3,504	£2,649	£1,651	£1,332	£ 297	£ 757	£ 599	£5,238	£4,031	£3,729
February	£3,484	£3,776	£3,521	£3,133	£4,016	£3,408	£2,014	£2,064	£1,404	£ 702	£ 827	£ 599	£4,263	£4,428	£3,930
March	£3,102	£4,441	£4,524	£2,976	£4,293	£4,506	£1,671	£2,931	£2,050	£1,016	£1088	£1499	£2,880	£4,784	£4,033
	£59,307	£57,329	£58,000	£62,373	£63,047	£60,000	£37,871	£ 33,017	£24,001	£ 19,564	£ 20,495	£ 17,999	£63,948	£55,111	£49,001
Variance	(1,978)		(1,307)	(674)		(2,373)	(4,854)	of 20	(13,870)	(931)		(1,547)	(8,837)		(14,947)



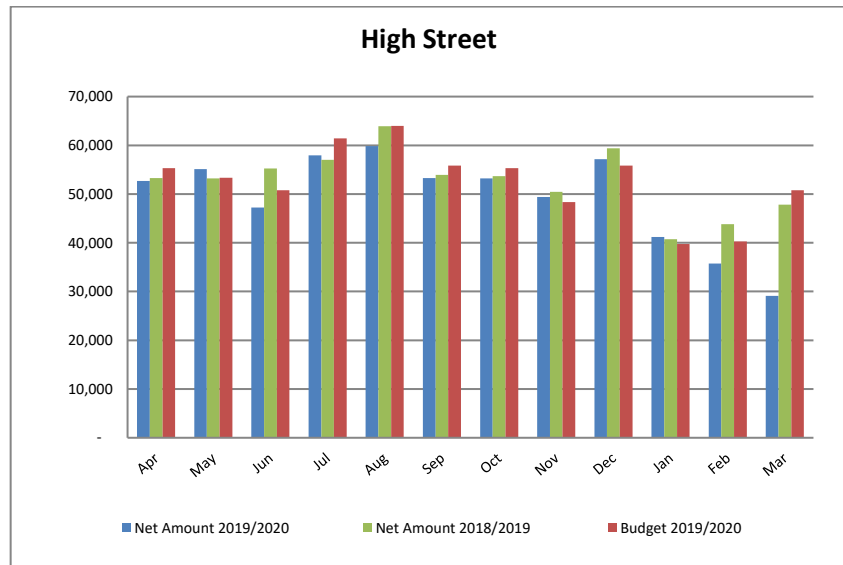
Comments: Income decreased by 3.81% (£3,877) over same period last Year and down by 9.44% (£10,199) on budget



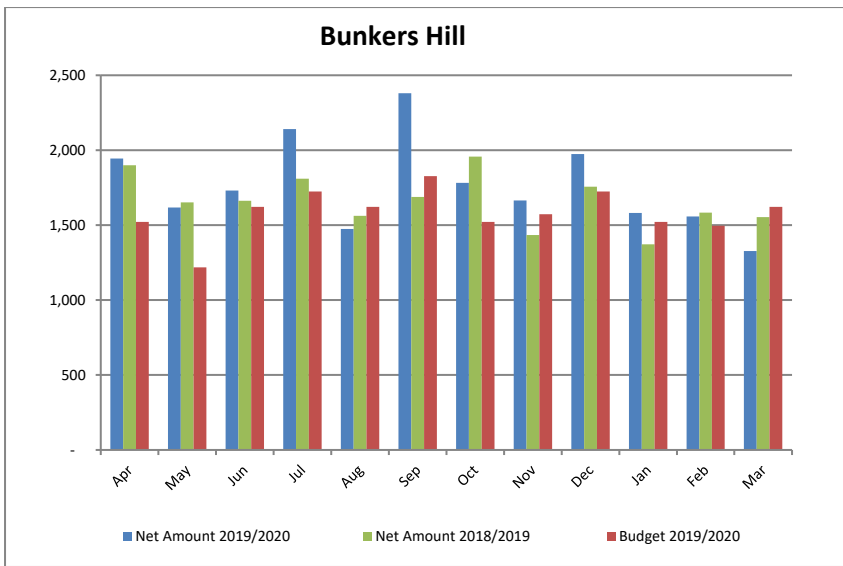
Comments: Income decreased by 2.50% (£3,132) over same period last year and down by 3.21% (£4,044) on budget



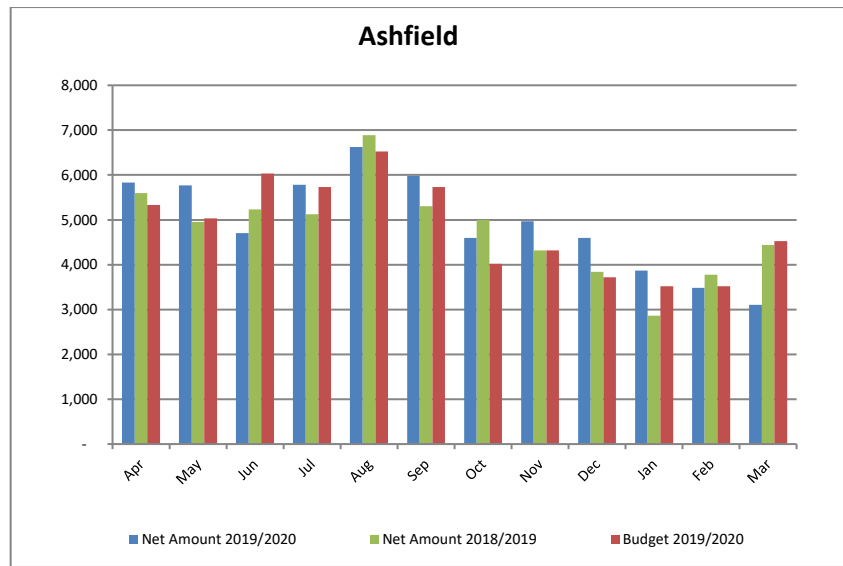
Comments: Income decreased 5.25% (£23,824) over same period last year and up by 2.26% (£9,481) on budget



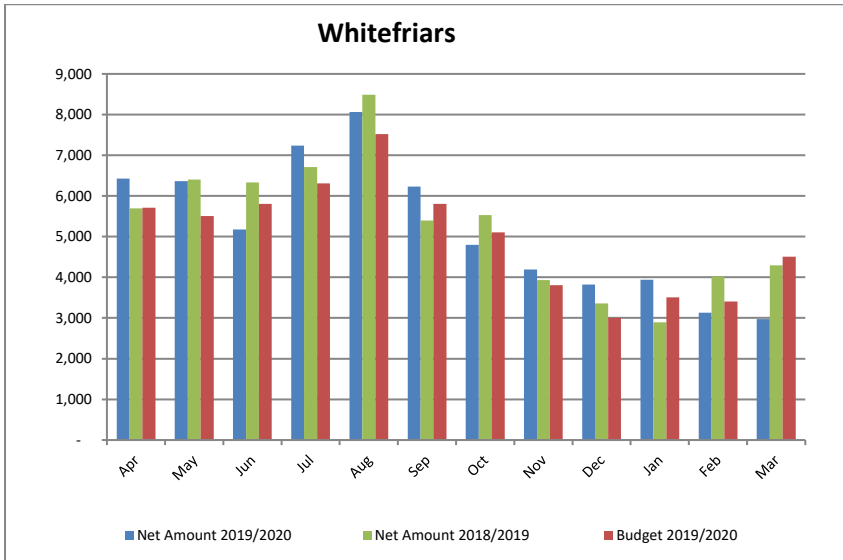
Comments: Income decreased by 6.43% (£40,655) over same period last year and down by 6.19% (£39,042) on budget



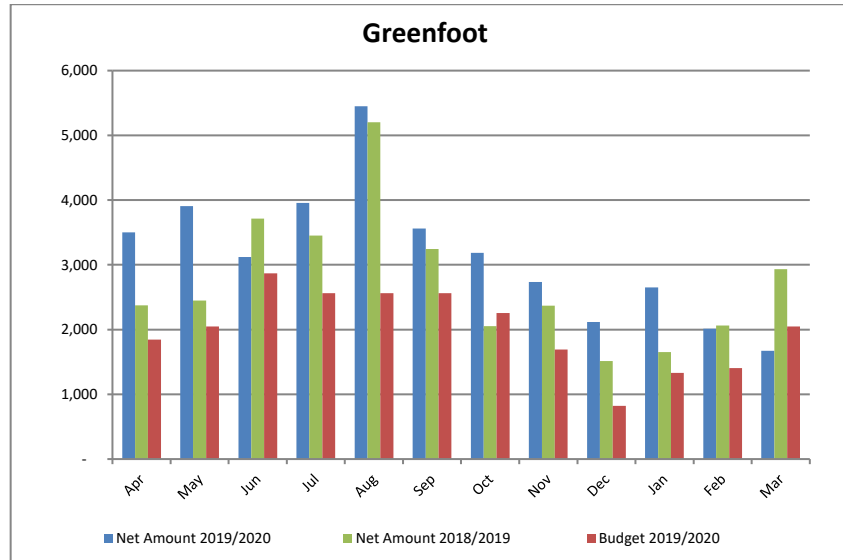
Comments: Income increased by 6.26% (£1,247) over same period last year and up by 11.45% (£2,176) on budget



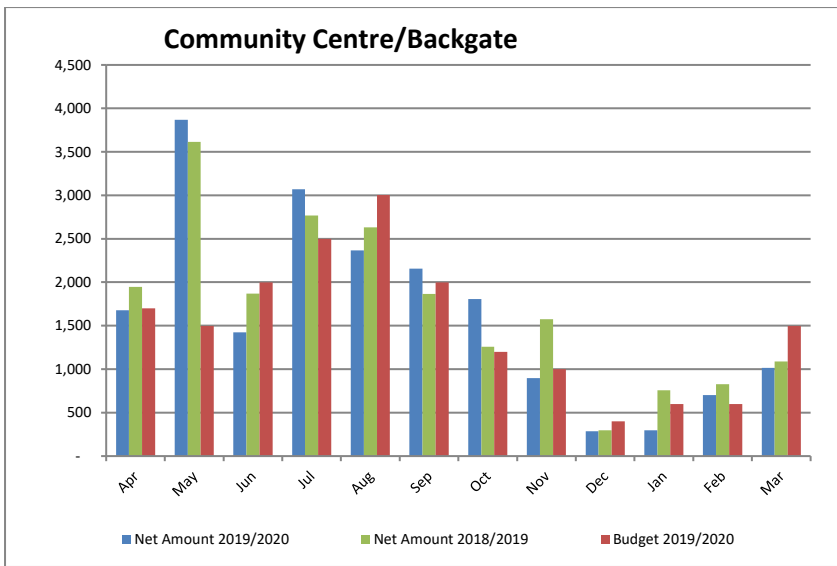
Comments: Income increased by 3.45% (£1,978) over same period last year and up by 2.25% (£1,307) on budget



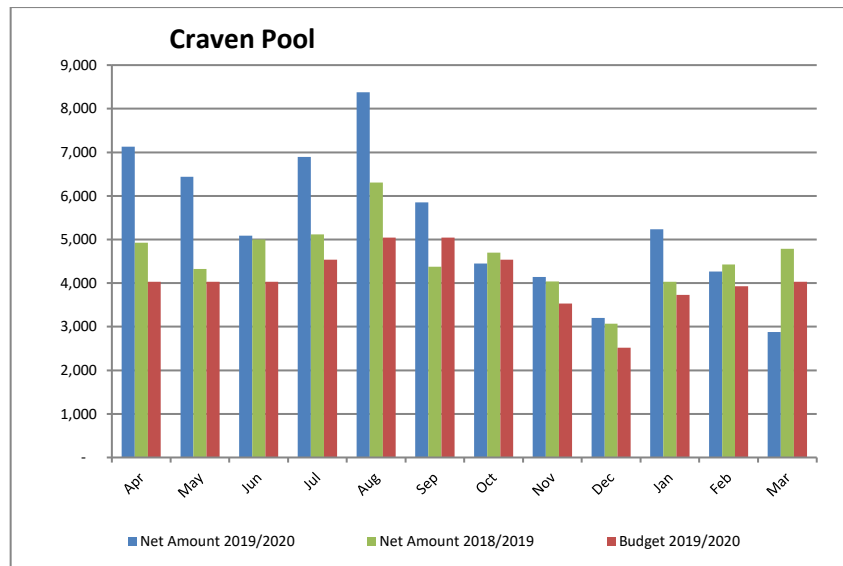
Comments: Income decreased by 1.07% (£674) over same period last year and up by 5.62% (£2,373) on budget



Comments: Income increased by 14.70% (£4,854) over same period last year and up by 57.78% (£13,870) on budget



Comments: Income decreased by 4.54% (£931) over same period last year and up by 8.69% (£1,565) on budget



Comments: Income increased by 16.03% (£8,837) over same period last Year and up by 30.50% (£14,947) on budget

Earmarked Reserves as at 31st March 2020 and future year commitments

Reserve	Opening Balance 01-Apr-19 £'000	Net In Year & Year End Contributions to/from £'000	Draft Outturn Earmarked Reserves £'000	Future Year Commitments approved but not yet utilised £'000	Available Balance 31 March 20 Onwards £'000
New Homes	2,319	187	2,506	(616)	1,890
Planning	465	-	465	-	465
Enabling Efficiencies	302	(32)	270	(17)	253
Vehicles	338	(47)	291	(312)	(21)
ICT	511	(92)	419	(12)	407
Buildings	460	(10)	450	(152)	298
Insurance	80	10	90	10	100
Business Rates Contingency	1,150	-	1,150	(108)	1,042
Future Year Budget Support	171	69	240	(10)	230
Contingency & Slippage	154	-	154		154
Elections Reserve	28	(7)	21	(16)	5
Partial Exemption Reserve	600	-	600		600
Other	64	-	64		64
Total Earmarked Reserves	6,642	78	6,720	(1,233)	5,487

Revenue Budget Slippage Requests - 2019/20

Ref	Request Description	Cost Centre	Cost Centre (T)	Account Code	2019/20 Revised Budget £	2019/20 Draft Accounts spend £	Balance £	2019/20 Slippage Request £
REV01	Carry forward the supplementary budget of £35,000 agreed by Policy Committee on 17th September 2019 to support the costs of developing the Transforming Cities Fund (TCF) scheme for Skipton.	R311	Industrial Development	1150	35,000	38,000	(3,000)	-
REV02	This is Ward Member grant budget that has been approved by Councillors in 2019-20 but not paid yet.	R355	Comms & Partnerships	2080	30,000	18,653	11,347	10,815
REV03	Work required for hard wire testing within Crematorium and book of remembrance buildings. This was due to be done at the end of March but due to the Coronavirus Pandemic outbreak the work had to be rescheduled for later in the year.	R190	Bereavement	0500	24,850	21,909	2,941	1,125
REV04	Money allocated for Architect fees for architectural work needed for Crematorium Chapel annexe. Due to staff shortages within Property Services this work has not been progressed fully. Architect has undertaken 50% of required work (surveys) and will complete the rest within the next few weeks. Coronavirus Pandemic outbreak has also caused delays.	R190	Bereavement	1150	5,250	2,588	2,662	2,660
REV05	Maintenance - This was due to be done at the end of March but due to the Coronavirus Pandemic outbreak the work had to be rescheduled for later in the year.	R190	Bereavement	0510	7,500	(3,472)	10,972	2,350
REV06	Marketing budget was allocated to stage 2 of our rebrand exercise delayed now due to delays in completion of Capital works. Also exhibit costs now delayed for same reason. Purchase of some conservation artifacts also delayed due to Covid-19 related closures of labs.	R301	Cultural Services	1410, 1530, 1550	56,050	5,034	51,016	8,100
REV07	Budget planned for public art along canal to compliment canal towpath refurbishment and subsequent planned waterways heritage interpretation project, which will be taking place in the 2020/21 financial year. It is envisaged this public art budget will also be matched by Arts Council to enable a larger/more impressive project to be delivered.	R300	Arts Development	2230	3,740	-	3,740	3,740
Total					162,390	82,712	79,678	28,790

Policy Committee – 11th August 2020



CAPITAL PROGRAMME OUTTURN 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 outturn position of the Council's Capital Programme for 2019/20 and the sources of finance.

2. Recommendations

- 2.1 Members note the outturn position of the 2019/20 capital programme and how the programme has been financed.
- 2.2 Members confirm the carry forward of £5,035,086 for the continuation of the 2019/20 projects in 2020/21.

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 in Quarters 1, 2 and 3. In January 2020 there was a supplementary estimate approved for the Langcliffe Quarry development for £47k. This gives a total revised Capital Programme of £8,692k.
- 3.3 As part of the year end process it was identified that a total of £5,036k of slippage is required into the 2020/21 programme. The majority of this slippage is in relation to commercial development projects and includes, where applicable, the carry-forward of external funding supporting the projects.
- 3.4 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 March expenditure on the programme was £3,593k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2019/20 £	Outturn 2019/20 £	Slippage Requested 2019/20 £
Council Properties	2,836,381	1,670,795	1,190,458
ICT	264,263	112,761	109,000
Private Sector Hsg & Empty Homes	4,319,347	1,178,787	3,052,960
Recreation & leisure	1,102,227	531,416	613,038
Town/ Village Plans	62,643	22,335	40,308
Vehicle	107,000	76,849	30,323
Total Capital Programme Costs	8,691,861	3,592,943	5,036,086

- 3.5 Managers of projects, on which expenditure totalling £2,809,256 has been committed but not fully defrayed or commenced, have submitted requests for this to be carried forward to 2020/21 and these are included in the total slippage value. This information is shown at Appendix A and is summarised in Table 1.
- 3.6 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 reviewed by CLT, as would progress on projects within the wider Programme.
- 3.7 Capital Programme Financing
- 3.8 Resources available to fund the Capital Programme together with a forecast of future receipts and programme costs are shown in Table 2.
- 3.9 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	1,445	1,106	1,206
In Year resources - (Capital Grants/receipts received)	1,465	6,709	883	883
Use of in Year Capital grants	1,744	3,766	683	683
Use of Capital Receipts	359	3,282	100	50
Total Use of Capital Resources	2,103	7,048	783	733
Contribution From NHB Reserve	81	375	-	-
Contribution From Enabling Efficiencies Reserve	25	-	-	-
Contribution From Vehicles Reserve	79	342	310	50
Contribution from IT Reserve	122	189	40	70
Contribution from Buildings Reserve	62	91	-	-
Underwrite the Capital Funding to cover the external funding applications	1,121	864	-	-
Utilisation of Borrowing (MRP Capacity)		-	-	-
Total Use of Reserves/Borrowing	1,490	1,861	350	120
Forecasted Capital expenditure in year as per Appendix A	3,593	8,909	1,133	853
Capital Receipts at end of Year (CRR)	1,445	1,106	1,206	1,356

- 3.10 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.
- 3.11 The “Underwrite the Capital Funding to cover the external funding applications” line represents the amounts allocated for the redevelopment of the Town Hall, that have been underwritten (i.e. funded) by the Council. If external funding is secured, the amount funded by the Council will reduce accordingly.
- 3.12 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. So far, £120k has been utilised in 19/20 and the balance has been reflected in the indicative 20/21 figures. This reflects what was anticipated at Q3 as it was very 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 S.151 of the Local Government Act requires the council makes appropriate arrangements for the administration of its financial affairs.

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

Appendix B – Capital Slippage from 2019/20

12. Author of the Report

James Hordern, Accountancy Services Manager,

Telephone: 01756 706316

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 £	Total Programme 2019/20 £	Expenditure at Q4 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q4 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Bereavement	Cremator Replacement	Clair Cooper	6049		-	2,386	(2,386)	-	2,386	Due to coronavirus outbreak, the staff who were due to complete the snagging works were called off site. Work will now be completed once the pandemic situation is over.
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 within Property. This will now be looked into once the Pandemic situation is over within financial year 20/21
Assets & Commercial Services - Bereavement	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044		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	-	Project expanded to demolition and newbuild of TIC and shared ownership homes. Delays follow initial involvement of CLH group/housing association, now to be progressed by CDC. Supplemental estimate will be required.
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	35,000	35,000	35,241	(241)	-	35,241	Complete, budget fully spent
ICT & Transformation Services	VDI Infrastructure 2016-2020	Darren Maycock	6272		-	2,750	(2,750)	-	2,750	
Communication & Engagement	Aireville Park Play Area	Darren Maycock / Sharon Hudson	6132		-	9,500	(9,500)	-	9,500	
ICT & Transformation Services	Idox Implementation	Darren Maycock	6266		19,396	3,903	15,493		3,903	Complete
Assets & Commercial Services - ICT	Integrated Asset Management System	Darren Maycock	6277		16,550	4,950	11,600	11,600	4,950	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	65,917	30,083	30,083	65,917	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	-	Complete for year, iTrent integration underway, spend committed, carry forward.
ICT & Transformation Services	Replace UPS units	Darren Maycock	6279	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.
Communication & Engagement	Aireville Park Play Area	Darren Maycock / Sharon Hudson	6132		-	14,117	(14,117)		14,117	Works Completed

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	Total Programme 2019/20 £	Expenditure at Q4 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q4 Comments - including timeline for procurement and delivery & Justification
Economic Development	DNAire	David Smurthwaite	6149		125,000	50,000	75,000	75,000	50,000	Supplementary Est approved at Pol. 18th June 2019, £125k in 2020/21 however there is a request that £50k of this be made available in 2019/20 with the remaining £75k to be utilised in 2020/21
Assets & Commercial Services	- Skipton Town Hall - Phase III Works * year two subject to grant funding	David Smurthwaite	6023		679,149	-	679,149	679,149	-	Slippage to the redevelopment of the Town Hall, as highlighted previously, has pushed the expected completion date towards the end of 2020/2021
Assets & Commercial Services	Redevelopment of Town Hall/Museum HLF - CDC Funded Element	David Smurthwaite	6032		202,138	202,138	0	-	202,138	
Assets & Commercial Services	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element	David Smurthwaite	6032		1,469,346	1,324,721	144,625	144,625	1,324,721	
Assets & Commercial Services	Boundary Signs	David Smurthwaite	6056		18,000	9,239	8,761	-	9,239	
Assets & Commercial Services - Craven Leisure	To refurbish and replace existing fitness kit	Hazel Smith	6113		21,666	20,251	1,415		20,251	Project complete, no further invoices expected and no requirement to slip forward any remaining budget.
Assets & Commercial Services - Craven Leisure	New Filters	Hazel Smith	6115	25,248	25,248	25,093	155		25,093	Project complete, no further invoices expected and no requirement to slip forward any remaining budget.
Assets & Commercial Services - Parking Services	Parking payment machine replacement	Helen Townsend	6009	40,000	40,000	14,436	25,564	25,564	14,436	Funding needs to be carried over as work put on hold due to Covid-19 Pandemic.
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	-	Awaiting NYCC to complete lighting improvements in the car parks, put on hold due to Covid-19. Work has been partially done so need funding to carry forward for completion at some point in 20/21.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	Total Programme 2019/20 £	Expenditure at Q4 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q4 Comments - including timeline for procurement and delivery & Justification
ICT & Transformation Services	Payroll System improvements	James Hordern	6200	-	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.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129	-	225,000	-	225,000	225,000	-	Although good progress had been made, with completion of the whole scheme scheduled for mid-April 2020, construction work was suspended on 25th March 2020. A date for recommencing works is unknown.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138	-	62,643	22,335	40,308	40,308	22,335	Work on refurbishment of the pedestrian signs has been completed. An application has been submitted for European funding to support the re-development of Riverside Park; a decision expected in June 2020 with a deadline for physical completion of June 2021.
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	6146 6147	-	362,622	382,496	(19,875)	-	382,496	The work to upgrade the towpath from the Railway Station to Belmont Bridge (including Springs Branch and the Canal Basin) has been completed. Designs are being prepared to upgrade an additional section of towpath from Belmont Bridge to Keighley Road (linking with the Bus Station and Cavendish Street Car Park). Timetable for delivery is unknown and subject to the Canal & River Trust lifting current restrictions. The works are being delivered by the Council with funding from Local Growth Deal.
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	6148	-	367,940	55,052	312,888	313,038	55,052	The work forms part of a wider scheme to upgrade Engine Shed Lane and Ings Lane to adoptable standard. WSP have been appointed to complete delivery of the whole scheme; they are currently putting together a programme for completion of all outstanding works. The works are being funded by Local Growth Deal
Assets & Commercial Services	JV Development Projects - Craven Share	Paul Ellis	6057	-	2,920,309	120,016	2,800,293	2,800,293	120,016	Planning applications continue to be considered for the Airedale Avenue and Back Gate developments, currently awaiting decision. Designs are being worked up for the Langcliffe Quarry project, the project is now due to be 100% externally funded by LEP and ERDF. Low Demesne and Whitefriars projects have been put on hold to focus on the other sites. Engine Shed Lane project is now separated, update provided in separate budget line 6036.

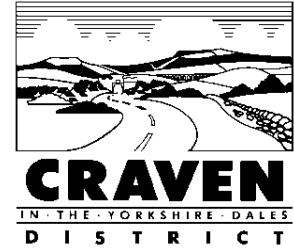
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	Total Programme 2019/20 £	Expenditure at Q4 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q4 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Ec Dev	Skipton Depot Project	Hazel Smith	6036	-	190,820	17,521	173,300	173,300	17,521	The planning application was deferred by Planning Committee on 16th March in connection with the transport assessment. Further advice is being sought from Highways and clarification from the transport consultant. The current lockdown will have a detrimental effect on the programme now however, although as much progress is being made as possible under lockdown conditions including temporary accommodation required for the depot, site and internal layout, storage requirements etc. An extension to the funding has been requested. A slippage of remaining capital funds allocated to this project will be requested.
Assets & Commercial Services - Ec Dev	Langcliffe Quarry Development	Hazel Smith	6059		46,800	18,860	27,940	27,940	18,860	Approved in January at Policy Committee under exempt item - need to show but can redact if needed before publication
Assets & Commercial Services - Housing	S106 Money to spend on shared ownership acquisitions	Jenny Kerfoot	6026 - Purchases 7666 - Sales	780,000	780,000	578,416	208,959	208,959	578,416	3 x house sales at Raikes Road completed Q4, one fell through. New purchaser identified and property SSTC; delayed due to Coronavirus. 2 x properties at Embsay complete and ready for purchase by CDC, however final snagging not possible due to Coronavirus. 1 x sale and 2 x purchase will slip into next year - hopefully Q1.
Environmental Services & Housing	Refurbishment & reconfiguration Aireview House	Tracy McLuckie	6022		-	31,256	(31,256)		31,256	Under accrual of the Final retention payment. To be capitalised at the end of 19/20.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	Total Programme 2019/20 £	Expenditure at Q4 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q4 Comments - including timeline for procurement and delivery & Justification
Waste Management	Vehicle Lift Project	Tracy McLuckie	6136		20,000	-	20,000	20,000	-	Project still in modelling / planning phase. Decision on hold until final layout determined.
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	574,000	619,038	480,355	138,683	43,708	480,355	For 2019/20 the Grant Determination was £ 556,818 with a slippage request (9 cases where Grant had been approved) of £ 45,038. Our total budget for 2019/20 is £ 601,856. During Q4 we have completed 17 Grants with a total spend of £ 153,561.54 making a total of 48 Grant completed in 2019/20 and total spend of £ 443,784.26. A further 10 Grants with a value of £ 42,576.19 have "started on site" and will be accrued for payment in 2020/21. We have received further income from Landlord Contributions and payments of Landcharges (due to sale of property within 10 years of DFG award) of £34,900.98 during 2019/20 with a further income accrual due of £ 6,993.40. The overall gross spend (taking into account the Accruals and 8% DFG Service Charge) is expected to be £ 530,905.89. Our overall income due (taking into account the Accruals) is £ 41,894.38 resulting in a net spend of £ 489,011.51. We have committed expenditure (4 grants approved) of £ 43,708.31 which will be "slipped" from 2019/20 into 2020/21. We have a total of In addition there were 10 cases where works had started on site 20 2018/19 and their total cost @ £ 76,320.86 was accrued from 2018/19 for payment in 2019/20. All these grants have now completed. We have 25 enquiries for grant assistance totalling an estimated £392,109.41 in the pipeline due to progress in 2020/21.
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	192,000	87,000	56,677	30,323	30,323	56,677	New vehicle on order. Expected delivery June 2020
ICT & Transformation Services	InCab Communications & Web Portal Systems	Tracy McLuckie/ Darren Maycock	6276		45,317	-	45,317	45,317	-	
Total Capital Programme 2019/20				1,763,248	8,691,861	3,592,943	5,106,293	5,036,086	3,592,943	

Capital Programme Slippage Requests - 2019/20

Ref	Account Code	Programme Description	Responsible Officer	2019/20 Revised Budget £	2019/20 Spend to 31st March 20 £	Balance £	2019/20 Slippage Request £
CAP01	6052	Exit Drive at Waltonwrays	Clair Cooper	28,000	-	28,000	28,000
CAP02	6044	Refurb of Waltonwrays Outbuildings	Darren Maycock	13,000	-	13,000	13,000
CAP03	6050	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	74,880	-	74,880	74,880
CAP04	6277	Integrated Asset Management System	Darren Maycock	16,550	4,950	11,600	11,600
CAP05	6278	Digitisation and Archiving Project	Darren Maycock	96,000	65,917	30,083	30,083
CAP06		Integrate Systems and review service areas.	Darren Maycock	10,000	-	10,000	10,000
CAP07	6149	DNAire	David Smurthwaite	125,000	50,000	75,000	75,000
CAP08	6023	- Skipton Town Hall - Phase III Works * year two subject to grant funding	David Smurthwaite	679,149	-	679,149	679,149
CAP09	6032	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element	David Smurthwaite	1,469,346	1,324,721	144,625	144,625
CAP10	6009	Parking payment machine replacement	Helen Townsend	40,000	14,436	25,564	25,564
CAP11	6010 CKXX	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	4,000	-	4,000	4,000
CAP12	6200	Payroll System improvements	James Hordern	12,000	-	12,000	12,000
CAP13	6129	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	225,000	-	225,000	225,000
CAP14	6138	Ingleton Village Plan	Sharon Sunter	62,643	22,335	40,308	40,308
CAP15	6148	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	367,940	55,052	312,888	313,038
CAP16	6057	JV Development Projects - Craven Share	Paul Ellis	2,920,309	120,016	2,800,293	2,800,293
CAP17	6036	Skipton Depot Project	Hazel Smith	190,820	17,521	173,300	173,300
CAP18	6059	Langcliffe Quarry Development	Hazel Smith	46,800	18,860	27,940	27,940
CAP19	6026 - Purchases 7666 - Sales	S106 Money to spend on shared ownership acquisitions	Jenny Kerfoot	780,000	578,416	208,959	208,959
CAP20	6136	Vehicle Lift Project	Tracy McLuckie	20,000	-	20,000	20,000
CAP21	6145 6150 6151	Disabled Facilities Grants	Tracy McLuckie	619,038	480,355	138,683	43,708
CAP22	6305	Vehicle Replacement Programme	Tracy McLuckie	87,000	56,677	30,323	30,323
CAP23	6276	InCab Communications & Web Portal Systems	Tracy McLuckie/ Darren Maycock	45,317	-	45,317	45,317
Total				7,932,792	2,809,256	5,130,911	5,036,086

Policy Committee – 11th August 2020



PERFORMANCE MONITORING REPORT – QUARTER 4 2019/2020

Report of - Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 4 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. 11 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

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

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven			2	5
Resilient Communities			1	3
Financial Sustainability				3
Total	0 (0%)	0 (0%)	3 (21%)	11 (79%)

Status	Action	Details available at -
Council Plan Action showing amber status	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
Council Plan Action showing amber status	Improve the quality and capacity of the transport infrastructure serving the District	Annex A - Council Priority Enterprising Craven
Council Plan Action showing amber status	Enhance the quality of the trading environment within the District's core retail centres	Annex A - Council Priority Enterprising Craven
Council Plan Action showing amber status	Reduce waste to landfill and increase re-use and recycling	Annex B - Council Priority Resilient Communities

3.2. Council Plan Indicators

Total number of annual Council Plan Indicators	11
Number for which year-end data available - Where the outturn shown is currently estimated this is noted in the Annual Target 18/19 column at Annex D.	5
Number with targets	5
Number failing to achieve target (Shown below)	4

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	51 affordable homes were delivered against a target of 69 for the year. Whilst below our target this does represent an improvement on the 39 homes delivered in the previous year. An affordable housing policy will be developed now that the local plan is in place which should lead to additional improvement in performance.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs. (Q)	Quarter 4 figures estimated. The waste recycling centre at Allerton Park continues to experience issues with extracting recyclate from residual waste, in comparison to our previous service providers.
	EW 11.Q - Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	We have promoted recycling through a publicity campaign and this has resulted in some improvement though not enough to bring recycling rates back within target. Further promotional activity is planned for this year.
FINANCIAL SUSTAINABILITY	FM 10.Q - Whole Council - Forecasted net expenditure against budget (Q)	Expenditure for the year 2019/20 was slightly higher than forecast, though well within tolerance. This will have been impacted by some additional expenditure required at the start of the covid-19 response in March, though the majority of this will be accounted for in Q1 of 2020/21.

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

3.3. Service Indicators

Service performance indicators for Revenues & Benefits, and for Planning & Development have universally improved during 2019/20. All 5 indicators measured across these areas show substantial improvement and all are now above target.

A summary showing all key Service Performance Indicators for Revenues & Benefits and for Planning & Development is available at Annex E.

4. Implications

4.1 **Financial and Value for Money (vfm) Implications** – No additional issues arising directly from this report.

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

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

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

4.5 **Equality Impact Assessment**

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

4.6 **Consultations with Others**

- CLT
- Service Managers

4.7 **Access to Information: Background Documents**

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

4.8 **Author of the Report**

Rob Atkins, Exchequer and Performance Manager

Tel: 01756 706464

ratkins@cravenc.gov.uk

Annexes

Annex A – Council Priority Enterprising Craven

Annex B – Council Priority Resilient Communities

Annex C – Council Priority Financial Sustainability

Annex D – Council Plan Indicators

Annex E – Service Performance Indicators (Revenues & Benefits, Planning & Development)

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								
- Publication of the Local Development Plan - Implementation of Shared Ownership Schemes to create a minimum of 45 shared ownership homes by April 2020 - Use of policies to enable the provision of 69 affordable homes per year (30% affordable housing of 230 homes)	CP 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	Planning & Building Control	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								
- Development of the South Skipton Employment Zone - Creation of new employment sites in Bentham, Ingleton and Settle - Development of employment space at Threshfield Quarry and Skipton Rock Quarry - Undertaking activity to raise the profile of the Craven District as an attractive location for businesses	CP 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	
- Development of Skipton Railway	CP 19/20/03 - Improve the quality	Mar 2020 - Interim findings of the Skipton Station Masterplan	Economic Development	Procurement for the consultants to support the development of the	DS	10/02/20	Amber	

<p>Station - Lobbying for investment in the road and rail infrastructure serving the District as part of the central Pennine corridor to the main roads to within the District</p>	<p>and capacity of the transport infrastructure serving the District</p>			<p>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. 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. 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>- Delivery of the Ad-Venture Enterprise Growth Programme in collaboration with partners - Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership - Delivery of the Digital Enterprise Business Support Programme in collaboration with partners - Support for delivery of the Yorkshire Dales LEADER Programme (LEADER programme now ceased)</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. 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. During this quarter, the first SME Growth Manager worked with 9 businesses, of which 7 required support to access finance for expansion projects. The Ad:Venture Business Advisor, who works with new start businesses, worked with 12 businesses covering a range of advice including website improvement,</p>	<p>SS</p>	<p>05/02/20</p>	<p>Green</p>	

				business planning and cashflow/finance.				
- Support for the delivery of Broadband Delivery UK funded activity through the Superfast North Yorkshire programme - Working with businesses and communities to support delivery of alternative broadband technologies including wireless and fibre to the home network - Investigation and delivery of municipal Wi-Fi networks in market towns	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								
- Development and delivery of actions plans for Bentham, Cross Hills, Ingleton and Settle - Working with partners to support delivery of the Skipton (BID) Business Improvement District	CP 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	

<p>- Development of Skipton Town Hall into a vibrant cultural community venue - Delivery of the Access Development Plan for the Leeds & Liverpool Canal</p>	<p>CP 19/20/07 - Collaborate with partners to retain and attract more working age households to the District</p>	<p>Apr 2019 - Construction work start Nov 2019 - Initial plan for phase one of Northern Forest agreed Mar 2020 - Leeds Liverpool Canal Towpath works complete</p>	<p>Skipton Town Hall & Museum</p>	<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. 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. 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>	<p>DS</p>	<p>10/02/20</p>	<p>Green</p>	
<p>- Delivery of the Great Place Scheme - Development and delivery of a rural housing scheme</p>	<p>CP 19/20/08 - Collaborate with partners to retain and attract more working age households to the District</p>	<p>Jul 2019 - RIBA competition complete Mar 2020 - Planning permission submitted for Horton and Airton sites</p>	<p>Economic Development</p>	<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. The business case and planning application for Langcliffe Quarry are being developed with the intention of providing more job opportunities in the Dales.</p>	<p>DS</p>	<p>10/02/20</p>	<p>Green</p>	

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

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

Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status
Enable active communities and improve quality of life							
<ul style="list-style-type: none"> - Supporting the new models of care programme being developed by the Accountable Care Board, a cross sector partnership involving partners across health, social care, the voluntary sector, Craven District and North Yorkshire County Council - Identifying and implementing a range of projects to reduce health inequalities, including supporting the development of Dementia Friendly Craven - Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough 	CP 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 Housing	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 for the group include the Nurturing Neighbourhoods project, piece of work focusing on Broughton Road community, financial resilience in Bentham community	SH	04/05/20	Green

<p>- Delivering the Member ward grant programme</p> <p>- Providing support to a range of community groups across the District and facilitating community projects including working with the Friends of Aireville Park (FOAP) to fundraise for a new playground launched in 2016</p> <p>- Maximising the use of Planning Gain to provide funding for community projects</p>	<p>CP 19/20/10 - Enable community groups across the District to achieve their ambitions</p>	<p>Jun 19 - Official opening of new play area at Aireville Park</p> <p>Jun 19 - Hold Great Get Together community picnic in Aireville Park</p> <p>Ongoing - Support Settle Town Council and Skatepark group in delivering the scheme</p> <p>Sep 19 - Planning Gain annual report to CLT</p> <p>Mar 20 - Produce new Masterplan for Aireville Park</p>	<p>Communications, Customer Services & Partnerships</p>	<p>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 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.</p>	SH	04/05/20	Green		
Create greener communities									
<p>- Promoting and increasing take up of the Council's commercial recycling scheme</p> <p>- Encouraging residents to recycle more of their household waste to achieve household recycling targets and maximise income from recycled waste</p> <p>- Exploring the option of a joint waste authority with North Yorkshire Partners</p>	<p>CP 19/20/11 - Reduce waste to landfill and increase re-use and recycling</p>	<p>Oct 2019 - Undertake 15 recycling promotion talks with schools and community groups</p> <p>Ongoing - Continue to promote the Council's commingling recycle scheme</p> <p>Ongoing - Continue to explore the options for a joint waste authority with North Yorkshire Partners</p>	<p>Waste Management</p>	<p>Promotional material for recycling of batteries sent out with Council Tax information. Work undertaken around identification of contamination following some recycling contamination spikes. Waste audit to be undertaken May/June 2020 to enable targeted campaigns.</p>	TML	01/05/20	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	CP 19/20/13 - Make Craven's public spaces cleaner, safer and greener	Mar 2020 - Implement the Cleaner Neighbourhoods Action Plan	Waste Management	Targets under Cleaner Neighbourhoods Action plan met for 2019/20 Review of plan undertaken for 2020/21	TML	01/05/20	Green	
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Updaters:- Sharon Hudson (SH), Tracy McLuckie (TML)












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

Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status
Eliminate the reliance on Government Revenue Support Grant by 2020							
- Reviewing and implementing the Council's Long Term Financial Strategy 2018/2022 - Undertaking a budget consultation with residents and stakeholders	CP 19/20/15 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	Oct 2019 - LTFS Refreshed Strategy to 17 September Policy Committee or 29 October Policy Committee at latest Sept 2019 -2 Sept - 11 Oct 2019 - Budget Consultation with citizens, businesses & other interested parties issue Consultation by 2 Sept 2019 Nov 2019 - Presentation of analysis of budget consultation results to CLT Dec 2019 - Consultation outcome information appendix completed for budget report to Policy Committee 14 January 2020 As a minimum ensure that Council response submitted to consultation on Autumn Statement / Annual Settlement. Representation on focus and other interest groups - feed-back and up-date to Members where appropriate. Measurement through outcomes of improvements to the district that benefit our residents.	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
- Implementing the Council's Income and Savings Plan - Exploring and exploiting opportunities to the	CP 19/20/16 - Improve the Council's commercial acumen and generate additional	Ongoing - Income and Savings Plan monitoring through Budget Monitoring to Policy Committee As required - Exploration and exploitation of opportunities	Financial Management	Savings Plan is being reviewed and challenged by CLT monthly. Income to the end of December is ahead of budget and ahead of the same point last year.	RW	04/02/20	Green

Council presented through devolution	income	arising due to devolution					
- Implementing the Council's Acquisition and Regeneration Investment Strategy to provide a framework for the acquisition of property assets to improve the well-being of the District - Implementing key projects in the Asset Management Plan - Delivering a range of schemes through our Joint Venture Company to make best use of Council owned marginal land sites to 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

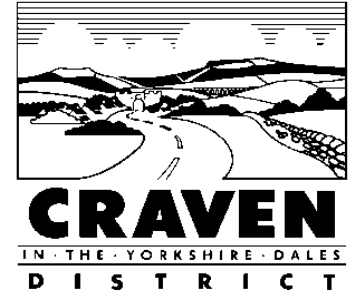
Updaters:- Richard Weigh (RW), Darren Maycock (DM)

Annex D – Council Plan Indicators

Ref	Name	18/19 outturn	Annual Target 19/20	2019/20 Q4 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	51	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	443 kgs. Q4 estimated.	468	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	43.32%. Q4 estimated.	38.87%	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	£4,693,027	Q4 £6,024,484	£6,171,543	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	£38,000.00	£300,000	-	
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	-6.50%	Context Indicator - no target set	-	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	-	
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set	-	
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	-	
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	-	
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	242	230 for CDC	283	

Annex E – Additional Information - Benefits and Planning Indicators

Ref.	Name	Annual Target 18/19	2017/18 Actual	Q4/18/19	
FR 10.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	Context Indicator - no target set	2,865	2,939	
FR 11.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	7 days	6	3.4	↑
FR 12.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	22 days	20.5	18.7	↑
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	60%	50.00%	91.43%	↑
RP 11 (NI 157b).Q	Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	65%	55.47%	83.20%	↑
RP 12 (NI 157c).Q	Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	80%	77.23%	91.99%	↑

Policy Committee – 11 August 2020**Local Government Association Peer Challenge – Planning Service****Report of the Director of Services****Lead Member – Cllr Richard Foster, Leader**

Ward(s) affected: All

1. Purpose of Report

- 1.1 To seek approval to invite the Local Government Association to undertake a Peer Challenge of the Council's Planning Service.

2. Recommendations – Members are recommended to:

- 2.1 Note the intention to undertake a Peer Challenge of the Council's Planning Service, to be carried out by the Local Government Association.

3. Report

- 3.1 Peer Challenges are undertaken by the Local Government Association and have been provided as an alternative performance and regulation challenge for local government since the abolition of the Audit Commission in 2010.
- 3.2 Challenges are a proven tool for improvement. It is a process commissioned by the Council and involves a team of expert Local Government Officers and Councillors spending time at a Council, challenging the way the service operates and sharing good practice from across the country.
- 3.3 The Council has undertaken two Corporate Peer Challenges, in 2012 and 2017, a positive experience on both occasions, which provided the Council with an independent insight into how successful the Council is in delivering on its priorities, the impact it is having on its residents and businesses and the overall performance of the Council.
- 3.4 In addition to Corporate Peer Challenges the Local Government Association also provide service specific challenges which are particularly focussed on driving improvement and improving efficiency.
- 3.5 Service performance challenge is a key component of the Council's performance framework and periodic service specific challenges should be undertaken where appropriate. The Council's Planning service is proposed for a service specific Peer Challenge.

The service has faced significant challenges in recent times and by its nature generates the most Council complaints. With the Local Plan now in place and

the delivery of the Plan a key strategic priority for the Council it is important the Council ensures it has a fit for purpose Planning Service and takes the opportunity to learn from good practice from across the profession. It is also considered timely ahead of an expected Planning White Paper which is indicating major reform in planning.

- 3.6 In terms of the outcomes sought the challenge will make recommendations; i) to ensure the planning service operates at a level that gives full assurance to residents and applications ii) to enable continuous improvement to ensure the service meets the needs of our residents and applicants, iii) to simplify and make it easier for communities to understand and engage in the planning process and iv) to ensure there is proper and transparent consideration of all planning applications.
- 3.7 To achieve the desired outcomes the Peer Challenge focusses on the following five themes
- How well is the planning service supporting local priority outcomes?
 - Is there a clear and locally-distinctive planning vision for the area and a strategy that sets out how the council addresses planning needs for sustainable communities, housing and local economy?
 - How does the council enable citizens and communities to shape their localities in a way that meets their needs and aspirations?
 - Does the Council provide a good service to users?
 - How does the Council work with other councils, agencies and communities to coordinate where necessary and work productively?

A detailed list of the key lines of enquiry are set out in Appendix A.

- 3.8 The onsite phase of the challenge is likely to take place over 8 days and covers two distinct elements. The first four days' focusses on the service operations followed by four days on planning committees and decisions. The challenge will comprise the preparation of a position statement and timetable, onsite work: principally interviews and discussion groups and feedback on key findings and practical suggestions for accelerating improvement. A key requirement of this Council is to ensure stakeholders in the planning process, i.e. parish councils, applicants are given the opportunity to contribute to the discussions.
- 3.9 The Council will work with the LGA to select the Peer Team to ensure it is the right team for our Council. The Team will usually comprise of a Member Peer, senior Councillor with planning experience, a Director or Head of Service, a Senior Planning Officer and an LGA manager. Team members can be selected by the Council from a shortlist. An officer from within the Council will be designated as Project Support for the Peer Team.
- 3.10 Initial soundings with the LGA have indicated they have the availability to undertake the review in September or October 2020.

4. Financial and Value for Money Implications

- 4.1 The LGA provide a fully funded Planning Peer Challenge. There may be some small incidental costs, e.g. expenses for the Peer Team which can be covered within the existing planning service budgets.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6. Contribution to Council Priorities

- 6.1 A strong performing planning service is essential to supporting the economy through the prompt, efficient and quality of administrating planning application and ensure people can get on the housing ladder by ensuring a supply of affordable homes

7 Consultations with Others

- 7.1 All Planning Service staff have been informed of the proposal to undertake a Peer Challenge.
- 7.2 The Leader and Deputy Leader support the proposed Peer Review and the need to ensure the planning service is operating at a level that gives full assurance to residents and applications

8 Author of the Report

Paul Ellis, Director of Services, E-mail: pellis@cravendc.gov.uk

9. Appendices

Appendix A – Key Lines of Enquiry

Appendix A – Key Lines of Enquiry

Planning Service

Processes

- How the application is processed, from receipt, validation through to committee decision and how the application is debated at Committee.
- How effective and transparent is the consultation and relationship between the various stakeholders and consultees
- Standard, factual correctness, clarity, layout and consistency of committee reports.
- Presentation of Committee Reports and support at Committee from Officers.
- Pre Application Advice processes
- Appeals (both administration and the conduct of);
- S106 Agreements
- Effectiveness of enforcement
- Processes for adoption of legislative changes

Resources

- ICT System. How integrated is it. How familiar are staff with its use?
- The current resource levels within the planning service, knowledge experience, resilience and succession planning.
- Review Planning Service culture and its alignment with the organisation.
- Support from officers and services from outside Planning Service e.g. legal, committee services, consultants
- Adequacy of fees and charges
- Training provision – frequency, in-house and external

Performance Management

- Management Information and Performance Statistics. Meaningful, regular, robust
- Performance monitoring and quality check arrangements
- Management of complaints

Customer Experience

- How public engagement is managed throughout the application and decision making process
- How to increase public understanding of the role of and limitations of planning committee
- Customer enquiry handling process, telephone, email and in person. Monitoring and reporting arrangements for customer enquiries and complaints. Applications forms and other documentation.
- Availability of information both general and application specific on website and planning portal. Is all documentation that should be made available publicly available on web portal
- ICT - use of electronic data input and scanning to improve customer communication, process efficiencies and reduce level of paper

Planning Committee

Purpose

- Whether members of the committee fully understand their purpose
- The delegated agreement, including process of call-ins, and whether Committee are making the best use of their time to look at the right applications.

Format and process

- How the application is debated, including the voting (including use of the Chair's casting vote)
- The membership and size of the Committee
- Room layout (including seating positions of Members) and facilities for the Committee.
- Standard of, clarity and layout of Committee Reports.
- Presentation of Committee Reports by Planning Officers.
- Process of Member site visits, how recorded, what is reported at subsequent committee meeting.

The 'customer' experience

- How public engagement is managed at the Committee
- How to increase public understanding of the role of and limitations of planning committee
- Handling deputations for and against planning applications

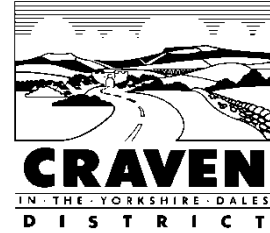
Roles and responsibilities

- Role of committee members and the relationship of planning committee to other advisory groups and appointments within the Council
- Support from officers (planners, legal, committee services, other expertise)

Quality and improvement

- Member training – frequency, in-house, external
- Monitoring and review – how does the committee know it is doing a good job?

Policy Committee – 11 August 2020



APPOINTMENT TO CRAVEN SPATIAL PLANNING SUB- COMMITTEE

Report of the Democratic Services Manager

Ward(s) affected: All

1. **Purpose of Report** – To request that Members approve the appointment of Councillor Pringle as a replacement for Councillor Barrett on the Craven Spatial Planning Sub-Committee.
2. **Recommendations** – Members are recommended to:
 - 2.1 Approve the appointment of Councillor Pringle to the Craven Spatial Planning Sub-Committee for 2020/21 instead of Councillor Barrett.
 - 2.2 The Independent Group has asked that Councillor Barrett is replaced by Councillor Pringle on the Craven Spatial Planning Sub-Committee. Annual Council does not make appointments to the Sub-Committee as Policy Committee is the parent body and therefore approves all the appointments.

(For information purposes, the membership is normally comprised of the Leader of Council (or Deputy Leader), Group Leaders, Chairman of Planning and three other Councillors. For the purposes of political proportionality the actual membership should be comprised of 4 (3.73) Conservatives, 2 (1.87) Independent and 1 (0.70) Labour. For completeness the figure for the Green Party is 0.47 meaning they are not entitled to a seat.)
 - 2.3 The Terms of Reference for the Craven Spatial Planning Sub-Committee were revised and approved by the Policy Committee at its meeting on 23rd June 2020 and are attached as Appendix A to this report.
3. **Implications**
 - 3.1 **Financial Implications** – Some costs associated with servicing meetings and attendance by Members.
 - 3.2 **Legal Implications** – Decision-making bodies are required to be politically proportional.
 - 3.3 **Contribution to Corporate Priorities** – The appointment of Panels and Sub-Committees provides a forum for bringing forward draft policy for consideration by the Policy Committee and Council, which if adopted would contribute to delivery of corporate priorities.

3.4 **Risk Management** – None

3.5 **Equality Analysis** – Not applicable

4. **Consultation with others** – None

5. **Access to Information** – None

6. **Author of the Report** –

Vicky Davies, Democratic Services
Telephone: (01756) 706486
E-mail committees@cravendc.gov.uk

7. **Appendix** – Terms of Reference as amended and approved by Policy Committee on 23rd June 2020.

TERMS OF REFERENCE

Craven Spatial Planning Sub-Committee

Members 2019/20 : Councillors Barrett, Brockbank, Myers, Rose, Shuttleworth, Staveley and Sutcliffe.

Substitute Members : Councillors Madeley, Mulligan and Solloway.

Terms of Reference

(a) To deal with all aspects of preparation and review of the Craven Local Plan, including considering the role the Craven Local Plan plays in achieving a Net Zero Carbon Craven by 2030, up to the key decision stages set out below:

(i) Development Plan Document – up to, but not including final approval of the Publication Document (published for formal consultation before submission to the Secretary of State for examination in public) as defined in Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended in 2017) or as defined in any successor regulations.

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

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

(c) To consider and approve updates to the Local Development Scheme as they are required and prepared.

(d) To receive and accept evidence base reports for the review of the Craven Local Plan as they are completed.

(e) To consider and approve Planning Guidance, including masterplans required by local plan policy save where such guidance constitutes a Supplementary Planning Document.

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

(g) Community Infrastructure Levy – To deal with all aspects of preparation of the Community Infrastructure Levy Charging Schedule up to, but not including final approval of the Publication charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended by Regulation 3 of The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) or as defined by any successor regulations.

(h) Neighbourhood Planning (moved to Officer Scheme of Delegation) –

(i) To designate neighbourhood plan areas where the local planning authority receive a neighbourhood area application from a parish council and the area does not relate to the whole of a parish council's area and publish the same for consultation subject to the Officer Scheme of Delegation.

(j) To undertake any other function of the LPA as may be required in connection with production, submission and publication of Neighbourhood Plans under the the Neighbourhood Planning (General) Regulations 2012 (as amended in 2015, 2016, 2017) and the Neighbourhood Planning Act 2017 or any regulations made thereunder.

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Craven Employees' Consultative Group

Members 2018/19: Councillors Dawson, Foster, Heseltine and Madeley.

Terms of Reference –

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

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